



National Aeronautics and  
Space Administration

December 5, 2003

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**George C. Marshall Space Flight Center**  
Marshall Space Flight Center, Alabama 35812

# **MSFC Emergency Plan**

## **MPG 1040.3I**

**Center Operations Directorate**  
**Integrated Customer Support Department**

## DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Revision	G	6/9/99	History log added with this revision; previous history contained in Directives Manager's Reference File. Section 10, "Emergencies not Covered Elsewhere in the Emergency Plan Which May Affect Normal MSFC Operations Hours", was added; Table of Contents renumbered to add new section; Emergency point of contacts and telephone numbers were updated; Section 1, "Severe Local Storm", was updated with Hurricane Conditions of Readiness; Director, Customer and Employee Relations, was added to the notification list for Ice/Snow/Flood and Emergencies Not Covered Elsewhere in the Emergency Plan; and references to "Safety Coordinators/Monitors" were changed to "Lead Safety Monitors/Monitors" throughout the document.
Revision	H	6/14/01	<p>Removed Form 454 reference and centered NASA meatball on front cover.</p> <p>Added geographical exclusion to page ii per NASA HQ Process Verification Team action item.</p> <p>Changed Parts 1 through 15 to 1 through 14 on page iii.</p> <p>Changed table of contents procedure titles, where applicable, page iv.</p> <p>Added/removed acronyms as applicable and appropriate, page v.</p> <p>Added HAZMAT to ASSUMPTIONS, page vi.</p> <p>Reworded IMPLEMENTATIONS, Center Elements responsibilities, page vi.</p> <p>Added Emergency Telephone numbers to IMPLEMENTATIONS, page vi.</p> <p>Removed gender terminology from CONCEPT OF OPERATIONS, page viii.</p> <p>Added OMEHS to ORGANIZATION CHART, page x.</p> <p>Removed unnecessary graphics from communications flow charts.</p> <p>Added Building Managers/Assistants and Area Manager, where applicable.</p> <p>Added Associate Director, Management; and Associate Director, Institutional, where applicable.</p> <p>Changed organizational titles in accordance with Center restructuring.</p> <p>Modified procedures to comply with organizational functions and clarify duties, responsibilities, and terminology, where applicable.</p> <p>Removed procedures not initial response related, as applicable.</p> <p>Replaced procedural references with generic terminology, as applicable.</p> <p>Renumbered Roman numeral pages and changed Preface, page iii, to Foreward.</p> <p>Added Definitions to On-Scene Responder Actions, page 1-1.</p> <p>Changed Communication Flow Charts, as applicable.</p> <p>Consolidated USSRC, included with Severe Weather, where applicable.</p> <p>Added MSFC Storm Spotter Network to Severe Weather, where applicable.</p> <p>Added definition of Dangerous Weather to Severe Weather, page 2-1.</p> <p>Moved Bomb Threat procedures from 3-1 to 10-1.</p> <p>Added Impending to Fire Explosion procedure, page 4-1.</p> <p>Added HAZMAT/Radiological/Unexploded Ordnance procedures to Environmental procedures.</p> <p>Changed Huntsville Air Pollution Control Office to Huntsville Division Of Natural Resources And Management, in Air Pollution procedures.</p> <p>Removed Emission Reduction Requirements from Air Pollution procedures.</p> <p>Removed employee names/phone numbers except 911 and 4-HELP, as applicable.</p> <p>Changed/added Description, Definitions, and Activation to procedures, where applicable.</p> <p>Added reference to NPG 8715.2 per NASA HQ Process Verification Team action item.</p> <p>Added reference to posted Facility Emergency Plans, page 2-1, 4-1, 6-1, 10-1.</p> <p>Added ECO section, page 2-3, and MSFC Personnel section, page 2-4.</p> <p>Added reference for specific Madison County applicable geographical location, page 3-1, 3-2.</p> <p>Added MAF Chief Emergency Coordinator and updated MSFC/MAF contacts as appropriate, page 2-5.</p> <p>Added use of radio instructions, page 10-3.</p> <p>Changed PSCC and NISC procedure, page 13-1.</p>

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Revision	I	12/05/2003	<p>Changed cover page organization from Facilities to Integrated Customer Support.</p> <p>Changed Foreward "MSFC compliance" from Executive Order to OSHA and FEMA plans.</p> <p>Changed Title from Other Emergencies to Emergencies/Conditions Affecting MSFC Operating Hours, (Section 11).</p> <p>Added Personnel Accountability Team (PAT, Section 15). Added PAT to Sections 1, 2, 4, 5, 8, 9, and 13.</p> <p>Added to Emergency Communications Systems, HF Radio, Telephone, Pagers, E-Mail, Communications Receivers, and Emergency Notifications.</p> <p>Added to Emergency Operations Center and Alternate Emergency Operations Center, EOC Activation and Notifications of EOC Activation.</p> <p>Changed THREATCON to FORCE PROTECTION CONDITION.</p> <p>Changed Fire Department to Fire and Emergency Services Department.</p> <p>Added Activation to Severe Weather (Section 2). Also removed Emergency Warning Tapes text.</p> <p>Added CO and EMD to NISC notifications in Civil Disturbance (Section 8).</p> <p>Added PSCC to Workplace Violence (Section 9).</p> <p>Added to Suspicious Package definition to Section 10, Normal Hours. Added NASA HQ notification to PSD Manager.</p> <p>Added PSD Manager and Building Managers/Assistants to Bomb Threat/Suspicious Package, After Hours, (Section 10).</p> <p>Added EPO and MRD to Emergencies/Conditions Affecting MSFC Operating Hours, Normal and After Hours, (section 11). Also changed Deputy Center Director to Center Director or Representative, and added to NISC notifications, Team Lead, Industrial Safety Engineering, and added to EMD teleconference, Manager, MRD. Added to After Hours, PSD Manager, NASA HQ notification.</p> <p>Changed Emergency Operations Organization Chart, COSS Maintenance &amp; Environmental to ISRT.</p> <p>Added Definitions to Hurricane (Section 2).</p> <p>Changed RSA to US Army Garrison as applicable.</p> <p>Added RSA FESD Steps/Actions Taken, to Fire/Explosion/Impending (Section 4).</p> <p>Added Assembly and Refurbishment Facility, KSC, page iii.</p> <p>Added FESD to Personnel Injury/Accident (Section 5).</p> <p>Added Manager, PSD Steps/Actions Taken, to Civil Disturbance (Section 8).</p> <p>Added notifications to Civil Disturbance communications flow chart (Section 8), and to Workplace Violence communications flow chart (Section 9).</p> <p>Changed Bomb Search Team to Response Team in Bomb Threat/Suspicious Package (Section 10), removed reference to MSFC telephone book Bomb Threat Instructions, and removed building fire alarm activation.</p> <p>Added Hurricane Communications Flow diagram (Section 2).</p> <p>Added Weapons of Mass Destruction (WMD) to Hazard/Threat Identification Analysis, Table-1, page ix, and changed Violence in the Workplace, Likelihood, to Medium.</p>

The MSFC Emergency Plan does not cover Installations that are not geographically located within MSFC boundaries. However, NASA MSFC personnel that are located external to MSFC fall under the MSFC Emergency Program and are responsible for formulating and implementing their own emergency plan. The plan should be compatible with offsite Installation Proprietor emergency plans, MPG 1040.3, “MSFC Emergency Plan,” with requirement to notify MSFC of any emergency situations, and in accordance with MPD 1040.3, “MSFC Emergency Program,” and NPG 8715.2, “NASA Emergency Preparedness Plan Procedures and Guidelines.”

The following Installations also fall under the MSFC Emergency Program and are responsible for formulating and implementing their own emergency plans with requirement to notify MSFC of any emergency situations:

Michoud Assembly Facility  
National Aeronautics and Space Administration  
13800 Old Gentilly Road  
New Orleans, Louisiana 70189

Santa Susana Field Laboratory  
National Aeronautics and Space Administration  
6633 Canoga Avenue  
Canoga Park, California 91303-2790

Assembly and Refurbishment Facility  
National Aeronautics and Space Administration  
Schwartz Rd & Contractors Rd  
Kennedy Space Center, FL 32889

# MSFC EMERGENCY PLAN

## FOREWORD

This Plan covers the phases of emergency awareness, prevention, preparedness, response, and recovery, with instructions for specific emergency situations.

The Plan meets the requirements of NPD 8710.1, Emergency Preparedness Program, and NPG 8715.2, NASA Emergency Preparedness Program Plan Procedures and Guidelines, and complies with Occupational Safety and Health Administration 29 CFR 1910.38, Employee Emergency Plans and Fire Prevention Plans, and with Federal Emergency Management Agency 9230.1-PL, National Response Plan.

Marshall Procedures and Guidelines (MPG) 1040.3I replaces MPG 1040.3H.

Original signed by  
Axel Roth for

David A. King  
Director

**MARSHALL SPACE FLIGHT CENTER  
EMERGENCY PLAN**

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## ACRONYMS

<b>AEOC</b>	<b>Alternate Emergency Operations Center</b>
<b>ARC</b>	<b>Ames Research Center</b>
<b>CaER</b>	<b>Customer &amp; Employee Relations Directorate</b>
<b>CIO</b>	<b>Chief Information Officer</b>
<b>CFO</b>	<b>Chief Financial Officer</b>
<b>CO</b>	<b>Center Operations</b>
<b>COSS</b>	<b>Center Operations Support Services</b>
<b>DAT</b>	<b>Damage Assessment Team</b>
<b>DEMD</b>	<b>Deputy Emergency Management Director</b>
<b>EAP</b>	<b>Employee Assistance Program</b>
<b>ECO</b>	<b>Emergency Communications Officer</b>
<b>EED</b>	<b>Environmental Engineering Department</b>
<b>EMA</b>	<b>Emergency Management Agency</b>
<b>EMD</b>	<b>Emergency Management Director</b>
<b>EOC</b>	<b>Emergency Operations Center</b>
<b>EOS</b>	<b>Emergency Operations Staff</b>
<b>EPO</b>	<b>Emergency Preparedness Officer</b>
<b>EWS</b>	<b>Emergency Warning System</b>
<b>FEMA</b>	<b>Federal Emergency Management Agency</b>
<b>GETS</b>	<b>Government Emergency Telecommunications Services</b>
<b>GRC</b>	<b>Glenn Research Center</b>
<b>GSFC</b>	<b>Goddard Space Flight Center</b>
<b>HAZMAT</b>	<b>Hazardous Materials</b>
<b>HEMSI</b>	<b>Huntsville Emergency Medical Services Inc.</b>
<b>IC</b>	<b>Incident Commander</b>
<b>ICP</b>	<b>Incident Command Post</b>
<b>IOSC</b>	<b>Incident On-Scene Coordinator</b>
<b>ISRT</b>	<b>Incident/Spill Response Team</b>
<b>JPL</b>	<b>Jet Propulsion Laboratory</b>
<b>JSC</b>	<b>Johnson Space Center</b>
<b>KSC</b>	<b>Kennedy Space Center</b>
<b>LaRC</b>	<b>Langley Research Center</b>
<b>MAF</b>	<b>Michoud Assembly Facility</b>
<b>MEDCOM</b>	<b>Medical Communications, (HEMSI)</b>
<b>MPD</b>	<b>Marshall Policy Directive</b>
<b>MPG</b>	<b>Marshall Procedures and Guidelines</b>
<b>MRD</b>	<b>Media Relations Department</b>
<b>MSFC</b>	<b>Marshall Space Flight Center</b>

## ACRONYMS

<b>NASA</b>	<b>National Aeronautics and Space Administration</b>
<b>NAWAS</b>	<b>National Warning System</b>
<b>NECN</b>	<b>National Emergency Communications Network</b>
<b>NISC</b>	<b>NASA Information Support Center</b>
<b>NPD</b>	<b>NASA Policy Directive</b>
<b>NOAA</b>	<b>National Oceanic and Atmospheric Administration</b>
<b>NWS</b>	<b>National Weather Service</b>
<b>OMEHS</b>	<b>Occupational Medicine and Environmental Health Services</b>
<b>PAT</b>	<b>Personnel Accountability Team</b>
<b>PSCC</b>	<b>Protective Services Control Center</b>
<b>PSD</b>	<b>Protective Services Department</b>
<b>PMG</b>	<b>Property Management Group (Logistics Services)</b>
<b>RACES</b>	<b>Radio Amateur Civil Emergency Service (Ham Operators)</b>
<b>RSA</b>	<b>Redstone Arsenal</b>
<b>RSA FESD</b>	<b>Redstone Arsenal Fire And Emergency Services Department</b>
<b>RSA MP</b>	<b>Redstone Arsenal Military Police</b>
<b>RSO</b>	<b>Radiological Safety Officer</b>
<b>S&amp;MA</b>	<b>Safety and Mission Assurance</b>
<b>SHARES</b>	<b>Shared Emergency Resources</b>
<b>SPC</b>	<b>Storm Prediction Center</b>
<b>UCS</b>	<b>Utility Control System</b>
<b>USSRC</b>	<b>The U.S. Space and Rocket Center</b>
<b>WMD</b>	<b>Weapons of Mass Destruction</b>

# **MARSHALL SPACE FLIGHT CENTER EMERGENCY PLAN**

## **GENERAL INFORMATION**

### **PREFACE**

All departments and agencies of the Federal Government are charged with the duty of developing plans and taking actions as may be necessary to assure that they will be able to perform their essential functions and continue as a viable part of the Federal Government during any emergency.

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### **ASSUMPTIONS**

MSFC might be exposed to hazards that could disrupt Center operations, cause damage, and create casualties. Possible natural hazards include tornadoes, fires, and winter storms. Other disaster situations could develop from an environmental or hazardous material (HAZMAT) incident, fire, transportation accident, terrorism, civil disorder, violence in the workplace, or the threat of nuclear/conventional attack. (See Table 1.)

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### **PURPOSE AND SCOPE**

The MSFC Emergency Plan establishes policies, responsibilities, and authority for maintaining a state of readiness with respect to disastrous situations that could confront MSFC and surrounding areas. The Plan provides expeditious courses of action to be taken in minimizing the effects of an emergency or disaster on Center personnel and property and to furnish support to local communities and the Department of Defense, when requested. The Incident Command System will be used in varying degrees.

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### **SUCCESSION OF AUTHORITY**

To ensure continuity of operations during an emergency situation, succession of MSFC Director authority will be in accordance with NPG 8715.2 and the listing below:

Deputy Director  
Associate Director  
Director, Engineering Directorate  
Director, Center Operations Directorate

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### **IMPLEMENTATION**

All emergency operations undertaken by the Center will be executed within the framework of the MSFC Emergency Plan.

Internal operating procedures developed by Center elements having emergency responsibilities will be compatible with the MSFC Emergency Plan.

The Plan applies to all Government and contractor personnel located at MSFC.

Emergency telephone numbers are available at the Inside Marshall webpage, Other Phone Listings, Emergency Numbers.



**Table 1 - Hazard/Threat Identification Analysis**

Possible Hazard	Likelihood	Vulnerability	Worst Threats	Comments
Attack (Conventional)	Low	Disaster		
Attack (WMD) Unconventional	Low	Disaster		
Tornado	High	Disaster	X	
Flood	Low	Emergency		
Hazardous Materials Incident	Medium	Disaster	X	
Radiological Incident	Low	Emergency		
Structure Fire	Medium	Disaster		
Power Shortage/Failure	High	Emergency		
Winter Storm	Medium	Emergency		
Aircraft Crash	Low/Medium	Disaster		
Water Supply Contamination	Low	Emergency		
Earthquake	Low	Disaster		
Flash Flood	Low	Emergency		
Drought	Low	Emergency		
Highway/Transport Accidents	Low	Emergency		
Wildfire	Low	Emergency		
Civil Disorder	Low	Emergency		
Terrorism	Low	Emergency		
Hazardous Devices/Explosives Incident	Medium	Disaster	X	
Violence in the Workplace	Medium	Emergency		

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## CONCEPT OF OPERATIONS

This Plan will be implemented in response to emergency or disaster incidents from natural or other causes. In either event, an emergency preparedness team will remain in operation under the direction of the MSFC Director, or according to the succession of authority, until normal operations can be resumed.

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## EMERGENCY COMMUNICATIONS SYSTEMS

### Emergency Warning System (EWS)

Centerwide (interior and exterior) loudspeaker system used to alert personnel during emergency situations.

### Government Emergency Telecommunications Services (GETS)

GETS provides emergency access and priority processing in the local and long distance segments of the Public Switched Network (PSN). It's intended to be used in an emergency or crisis situation during which the probability of completing a call over normal or other alternate telecommunication means has significantly decreased.

### Radio

The EOC uses a network of handheld radios as the primary source of communications during emergency situations to enable the EMD to reach the following key personnel:

EMD	Director Staff	Manager, COSS
Deputy EMD	NASA Information Support Center	COSS Incident/Spill Response Team
Emergency Preparedness Officer	Communications Officer	Utility Control System
Facilities Engineering Department	Human Resources Department	R. W. Beck
Environmental Engineering Department	Media Relations Department	Redstone Arsenal Fire And Emergency Services Department
Safety & Mission Assurance	OMEHS	HEMSI
Protective Services Department	Propellants	AJT & Associates

The EOC also incorporates RACES, SHARES, NECN, local community EMA or EOC, and the Huntsville Weather Forecast Office radio communications.

### Telephone

The EOC uses Workstation, PABX Power Fail Station, and Cellular telephones, and incorporates MSFC telephone Voice Messaging Exchange (VMX).

The MSFC uses a 911 system for reporting emergencies, 24 hours a day, 7 days a week. Cellular telephone users inform emergency dispatchers of their MSFC calling location and are connected to the RSA emergency dispatch. MSFC 911 calls are answered by PSD, RSA FESD, and HEMSI.

### Pagers

The EOC notifies emergency personnel and responders using pagers.

### E-Mail

The EOC uses computer E-Mail and E-Page to notify emergency personnel and responders.

### Communications Receivers

The EOC receives emergency communications using receivers that monitor the NAWAS, NOAA, NWS, and Local and National, Radio and Television Broadcasting Networks.

### Emergency Notifications

The NISC has the responsibility of making emergency notifications. In the event the NISC is disabled, Building 4202, B101, EOC area, is a backup.

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## **EMERGENCY OPERATIONS CENTER AND ALTERNATE EMERGENCY OPERATIONS CENTER (AEOC)**

The EOC, located in Building 4202, Room B104, has been established and staffed in accordance with NPD 8710.1. In the event that the EOC is disabled, Building 4207, Conference Room 20A, is a backup EOC.

The EOC is activated during emergency conditions that adversely affect MSFC personnel or operations, and may develop or exist within or beyond MSFC boundaries.

### **I. Primary Notification** (notified by the NISC)

Notified when activation of the EOC is directed. (\*) may activate the EOC.

- \*Emergency Management Director
- \*Deputy Emergency Management Director
- \*Emergency Preparedness Officer
- Emergency Operations Coordinator (COSS)
- Emergency Communications Officer

### **II. Senior Management Notification**

At the direction of the EMD/DEMD, or the senior manager present, the following personnel will be notified of activation of the EOC.

- Center Director
- Deputy Center Director
- Associate Director

### **III. Emergency Support Staff** (notified by the NISC)

(\*\*) also serves in the Advisors capacity.

- Director, Center Operations Directorate
- Manager, Environmental Engineering Department
- \*\*Manager, Protective Services Department
- \*\*Manager, Facilities Engineering Department
- \*\*Director, Customer & Employee Relations Directorate
- \*\*Director, Media Relations Department
- \*\*Director, Safety & Mission Assurance
- \*\*Chief Information Officer

### **IV. Advisors to the Emergency Operations Staff** (notified by the NISC)

Reports to the EOC upon request of the EMD/Deputy.

- Office Of Chief Counsel
- Manager, Logistics Services
- Industrial Labor Relations
- Director, Office of Chief Financial Officer
- Deputy Director, Office of Chief Financial Officer
- Director, Equal Opportunity

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## **NATIONAL SECURITY EMERGENCY RESPONSIBILITY**

NASA Centers are assigned to the following categories according to their responsibilities under national security emergency conditions. Assignments have been established by assessing the national essentiality of the Agency's function and the degree the Center is able to contribute to that function.

**Category II** - Centers that provide special services to support the implementation of National policies and strategies in response to a National security emergency. The NASA Management Offices at Jet Propulsion Laboratory, Johnson Space Center, Kennedy Space Center, Marshall Space Flight Center, Goddard Space Flight Center, and NASA Headquarters are required to establish a National security emergency operating capability.

**Category III** - Centers without significant National security emergency preparedness responsibilities. However Ames Research Center, Langley Research Center, Glenn Research Center, and Stennis Space Center must be able to reconstitute activities in the post emergency period.

The following officials are designated as the NASA principal representatives on Federal Emergency Management Agency (FEMA) Regional Staffs.

<u>REGION</u>	<u>LOCATION</u>	<u>DESIGNEE</u>
3	Philadelphia, PA	Director, GSFC
4	Atlanta, GA	Director, MSFC
5	Chicago, IL	Director, GRC
6	Denton, TX	Director, JSC
9	San Francisco, CA	Director, ARC

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## **RESPONSIBILITIES**

Refer to MPD 1040.3, "MSFC Emergency Program," and NPG 8715.2, "NASA Emergency Preparedness Plan Procedures and Guidelines," for a list of responsibilities.

## **FORCE PROTECTION CONDITION**

The NASA Security Office will monitor the threat status in the Agency and maintain close liaison with national level intelligence and security agencies for threat information. MSFC Protective Services Department will maintain close liaison with supporting Federal Bureau of Investigation offices and local law enforcement agencies for threat information and is responsible for informing Center Management and employees of threat conditions. Installation Directors may implement a FORCE PROTECTION CONDITION for their Center based on the threat situation, but they may not change or rescind a FORCE PROTECTION CONDITION established by the NASA Administrator. Installation Directors will implement FORCE PROTECTION CONDITION established by the Administrator and may establish additional FORCE PROTECTION CONDITION for their Center based on a local threat situation.

## **DEFINITIONS:**

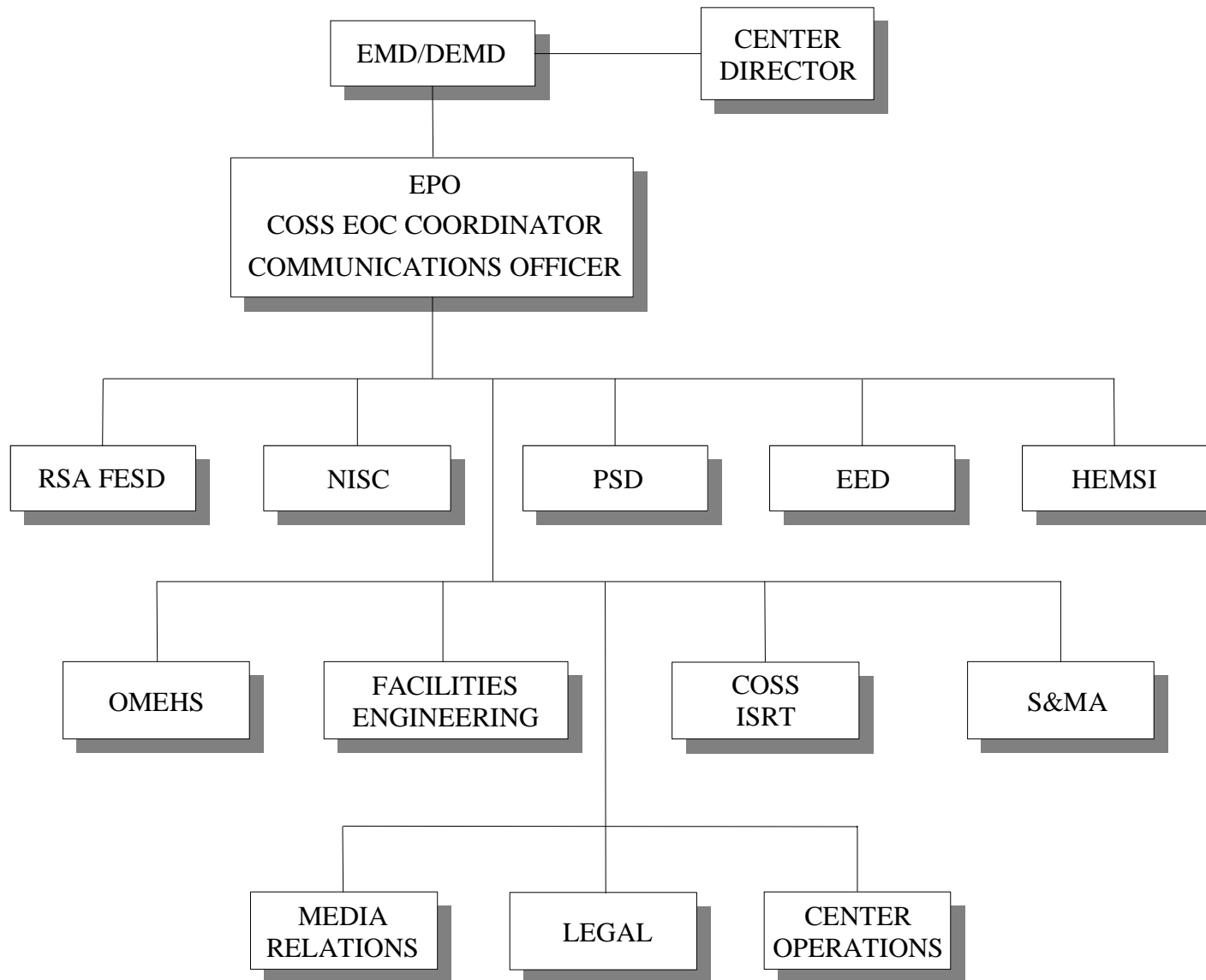
**FORCE PROTECTION CONDITION Alpha.** Implemented when there is a general warning of possible hostile activity, the nature and extent of which are unpredictable and response may be long term.

**FORCE PROTECTION CONDITION Bravo.** Implemented when there is an increased and more predictable threat of hostile activity even though no particular target has been identified.

**FORCE PROTECTION CONDITION Charlie.** Implemented when an incident has occurred or a confirmed intelligence report states that hostile action is imminent.

**FORCE PROTECTION CONDITION Delta.** Implemented when an attack has occurred or is underway.

## **EMERGENCY OPERATIONS ORGANIZATION CHART**



## **On-Scene MSFC Emergency Responder Actions Normal-Duty and After-Duty Hours**

**DESCRIPTION:** The On-Scene Emergency Responder Actions Plan provides expeditious and systematic courses of action to minimize the effects of disaster situations on Center personnel and facilities.

### **DEFINITIONS:**

**Triage:** The location immediate medical assistance is rendered.

**Safe condition:** The absence of any threat to personnel or property.

<b>Responder</b>	<b>Notifications/Activations/Activities</b>
<b>RSA FESD</b>	<ol style="list-style-type: none"><li>1. Assume IC duties until situation circumstances and emergency situation type are determined.</li><li>2. Set up staging area for ICP and other equipment at safe distance.</li><li>3. Remove victims to triage after safe condition is established.</li><li>4. If environmental incident, coordinate response activities with IOSC and transfer to COSS Incident/Spill Response Team to conclude situation as appropriate.</li></ol>
<b>DEMD</b>	<ol style="list-style-type: none"><li>1. Before approaching scene, obtain ICP location by radio from RSA FESD IC.</li><li>2. Serve as NASA EOC Coordinator at ICP.</li><li>3. Keep EMD informed of on-scene activities by radio.</li><li>4. Consult EMD, RSA FESD, and COSS Contractor for utility deactivation requirements.</li><li>5. Consult EMD and determine locations to send uninjured personnel.</li></ol>
<b>PSD</b>	<ol style="list-style-type: none"><li>1. Contact DEMD and RSA FESD IC for security perimeter requirements and establish perimeter around affected area and control access.</li><li>2. Notify DEMD when perimeter is established and secure.</li><li>3. Request and coordinate military police activities as required.</li></ol>
<b>HEMSI</b>	<ol style="list-style-type: none"><li>1. Set up triage center close to RSA FESD staging area.</li><li>2. Transport injured personnel to medical facilities.</li><li>3. MEDCOM dispatch automatically monitors HEMSI activities and, upon request, sends additional assistance.</li></ol>
<b>Incident/Spill Response Team</b>	<ol style="list-style-type: none"><li>1. When activated, obtains by radio the ICP location and approach and reports on-scene to DEMD.</li><li>2. Provide support to RSA FESD, if requested.</li><li>3. Perform containment and cleanup operations as directed by DEMD.</li></ol>

<b>Responder</b>	<b>Notifications/Activations/Activities</b>
<b>S&amp;MA</b>	<ol style="list-style-type: none"> <li>1. Affiliate reports to ICP via safe route and immediately notifies IC and DEMD of arrival, or affiliate reports to EOC if requested.</li> <li>2. Assist in evacuation of building/area and any other safety-related matters.</li> <li>3. Assure the actions taken to control the scene protect personnel, property, and essential evidence.</li> <li>4. Notify IC and DEMD of any hazard not being addressed and provide advice or hazard analysis upon request.</li> <li>5. Perform formal detailed hazard analysis and assessment and advise EMD of results.</li> <li>6. Initiate investigation of mishap; notify Headquarters, Code Q, if required.</li> <li>7. Evaluate affected facility with RSA FESD and EED for safe occupancy and notify DEMD.</li> <li>8. Determine MSFC on-scene photographer requirements and advise IC.</li> </ol>
<b>MRD</b>	<ol style="list-style-type: none"> <li>1. Set up briefing area and notify media of its location and PSD perimeter compliance requirements.</li> <li>2. Collect and coordinate release of information to public media.</li> </ol>
<b>EED</b>	<ol style="list-style-type: none"> <li>1. For environmental incidents, IOSC reports to scene.</li> <li>2. Assist IC in returning site to safe-compliant condition per on-scene emergency response staff estimations and evaluations.</li> <li>3. Ensure site is cleaned up to meet applicable Federal Agency regulatory requirements.</li> <li>4. Make appropriate notifications to incident/spill response agencies (Local, State, Federal, etc.), if required.</li> <li>5. Evaluate affected facility with RSA FESD and S&amp;MA for safe occupancy and notify DEMD.</li> </ol>
<b>DAT Lead</b>	<ol style="list-style-type: none"> <li>1. When notified by the EMD, alert applicable team members to standby.</li> <li>2. If the incident involves an environmental hazard, coordinate all assessment activities with EED.</li> <li>3. Brief damage assessment team leaders and team members on the disaster situation.</li> <li>4. Conduct and coordinate damage assessments and dollar appraisal of damage to facilities and provide reports through the EMD to Center Director.</li> <li>5. Recommend closure of unsafe structures after conferring with S&amp;MA.</li> </ol>
<b>PAT</b>	<ol style="list-style-type: none"> <li>1. When notified by the EMD, alert applicable team members to standby.</li> <li>2. Respond as requested by the EMD and follow Personnel Accountability Team Emergency Response procedures.</li> </ol>

## Severe Weather

**DESCRIPTION:** This Plan provides expeditious and systematic courses of action to minimize the effects of severe weather on Center personnel and facilities.

**ACTIVATION:** As statements are received from the National Weather Service, indicating imminent severe weather development affecting the MSFC, appropriate EWS messages are broadcast Centerwide.

### DEFINITIONS:

**Protective Areas:** Locations within buildings which provide MSFC personnel the most reasonable protection against tornadoes and are the best available for occupant safety, but are not tornado resistant as buildings were not originally designed using tornado structural loading criteria. Protective areas are indicated on Emergency/Evacuation Plans posted within MSFC facilities. Conditions for evacuation of personnel into protective areas are determined by storm severity, proximity to MSFC, and time of day.

**Severe Storm Season:** Tornadoes and severe thunderstorms can occur somewhere in the United States every month of the year. The months of greatest frequency for geographical North Alabama are March, April, May, and November.

**Severe Thunderstorm:** Storms covering small geographical areas for brief periods with sufficient intensity to threaten life and property with tornadoes, downbursts, frequent and dangerous lightning, heavy rain, hail 3/4-inch diameter or larger, and wind gusts 50 knots (57.5 mph) or greater.

**Tornado:** A vortex several hundred yards in diameter (typically a funnel-shaped downward extension of cumulonimbus cloud), violently rotating up to 300 mph, often accompanied by a loud roaring noise. On a local scale, it is considered the most destructive of all atmospheric phenomena, and categorized F0 through F5 by the Fujita scale.

**Downbursts:** A rapidly descending parcel of air within a thunderstorm which fans out when encountering the Earth's surface with sufficient intensity to uproot trees and/or cause damage to signs and roofs of buildings.

**Severe Thunderstorm Watch:** An alerting message issued by the Storm Prediction Center in Norman, OK, which specifies an area covered by a watch and the period of time during which conditions favor development of severe thunderstorms in and around the watch area.

**Severe Thunderstorm Warning:** An alerting message issued by the local NWS Office when a severe thunderstorm has been sighted within the local area or indicated by radar. Warnings include the location of the thunderstorm at the time of detection and the direction of travel.

**Tornado Watch:** An alerting message issued by the Storm Prediction Center in Norman, OK, which specifies an area covered by a watch and establishes the period of time during which tornado probabilities are expected to be high somewhere in or near the watch area.

**Tornado Warning:** An alerting message issued by the local NWS Office when a tornado has been sighted within the local area or indicated by radar. Warnings include the location of the tornado at the time of detection and the direction of travel.

**Severe Weather Bulletin:** An alerting message issued by the local NWS Office when special precautions should be taken during severe weather to protect life and/or property. Bulletins also include downgrading "warning" conditions to "watch" conditions when severe thunderstorm or tornado activity diminishes and continued development remains probable.

**Cancellation/Expiration:** A message issued by the local NWS Office when the threat has ended for a "warning" or "watch" condition.

**Lightning:** A discharge of atmospheric static electricity accompanied by a vivid flash of light, rapidly passing through the air causing thunder, commonly between clouds, sometimes from clouds to earth.



**Severe Weather**  
**Normal-Duty Hours (8:00 a.m. - 4:30 p.m., Monday through Friday, excluding Holidays)**

<b>Responder</b>	<b>Weather Watch</b>		<b>Weather Warning</b>		<b>Sighting/Damage/All Clear</b>	
	<b>Thunderstorm Watch</b>	<b>Tornado Watch</b>	<b>Thunderstorm Warning</b>	<b>Tornado Warning</b>	<b>Tornado Sighting/ Damage Reporting</b>	<b>Cancellation/Expiration</b>
<b>NISC</b>	1. Inform EPO.	1. Inform EPO. 2. Verify emergency communications systems are operational. 3. Fax weather statement to EOC and PSD.	1. Inform EPO. 2. Perform notifications per applicable NISC Work Instructions.	1. Inform EPO. 2. Perform notifications per applicable NISC Work Instructions.		
<b>EPO</b>	1. Notify EMD. 2. Announce Watch, EWS. 3. Activate EOC. 4. Activate Radio Net. 5. Activate Storm Spotter Network as warranted. 6. Activate RACES equipment. 7. Monitor NWS.	1. Notify EMD. 2. Announce Watch, EWS. 3. Activate EOC. 4. Activate Radio Net. 5. Activate Storm Spotter Network as warranted. 6. Activate RACES equipment. 7. Monitor NWS.	1. Notify EMD. 2. Announce EWS evacuation of buildings as warranted. 3. Activate EOC. 4. Activate EOC Radio Net. 5. Activate Storm Spotter Network as warranted. 6. Activate RACES equip. 7. Monitor NWS. 8. Announce EWS updates every 15 minutes.	1. Notify EMD. 2. Announce EWS evacuation of buildings as warranted. 3. Activate EOC. 4. Activate EOC Radio Net. 5. Notify or activate Storm Spotter Network. 6. Activate RACES equip. 7. Monitor NWS. 8. Announce EWS updates every 15 minutes.	1. Announce EWS, sighting and evacuation. 2. Notify Storm Spotters of sightings. 3. Plot sightings on map. 4. Announce EWS updates every 15 minutes. 5. Record damage/injuries.	1. Verify with Huntsville/Madison County EMA. 2. Make EWS announcement.
<b>EMD</b>		1. Monitor weather.		1. Report to EOC. 2. Monitor weather. 3. Update Director/Dep. Dir.; Associate Director; Dir. Engineering; and Dir, CO. 4. Request EOS report to EOC as needed.	1. Monitor weather. 2. Update Director/Dep. Dir.; Associate Dir.; Dir. Eng.; and Dir, CO. 3. Alert ISRT and COSS emergency repair teams.	
<b>PSCC</b>			1. Unlock protective areas locked by key cards for evacuation.	1. Unlock protective areas locked by key cards for evacuation.		
<b>MSFC Storm Spotter Network</b>		1. Deploy as directed to designated stations. 2. Notify EOC when on station and report conditions as necessary, until released.	1. Deploy as directed to designated stations. 2. Notify EOC upon arrival and report conditions as necessary, until released. 3. If evacuation is announced, use own judgment as to leaving posts.	1. Deploy as directed to designated stations. 2. Notify EOC upon arrival and report conditions as necessary, until released. 3. If evacuation is announced, use own judgment as to leaving posts.	1. Report sighting to EOC if possible and evacuate to protective area if warranted.	

<b>Responder</b>	<b>Weather Watch</b>		<b>Weather Warning</b>		<b>Sighting/Damage/All Clear</b>	
	<b>Thunderstorm Watch</b>	<b>Tornado Watch</b>	<b>Thunderstorm Warning</b>	<b>Tornado Warning</b>	<b>Tornado Sighting/ Damage Reporting</b>	<b>Cancellation/Expiration</b>
<b>EOC Staff</b>		1. Monitor EOC channel. 2. If requested, report to EOC and notify NISC upon arrival.	1. Monitor EOC channel. 2. If requested, report to EOC and notify NISC upon arrival.	1. Monitor EOC channel. 2. If requested, report to EOC and notify NISC upon arrival.		
<b>ECO</b>	1. Report to EOC. 2. Monitor Skywarn, MSFC Storm Spotter, and EOC radio channel communications.	1. Report to EOC. 2. Monitor Skywarn, MSFC Storm Spotter, and EOC radio channel communications.	1. Report to EOC. 2. Monitor Skywarn, MSFC Storm Spotter, and EOC channel communications.	1. Report to EOC. 2. Monitor Skywarn, MSFC Storm Spotter, and EOC channel communications.		
<b>Building Managers/ Assistants</b>		1. Close exterior doors, windows, and blinds. 2. Check protective area accessibility and if locked, call 911 and request areas be unlocked. 3. Prepare to assist evacuation to protective areas.	1. Assist evacuation if announced. 2. Check protective area accessibility and if locked, call 911 and request areas be unlocked. 3. Close exterior doors, windows, blinds, and protective area hallway doors.	1. Assist evacuation if announced. 2. Check protective area accessibility and if locked, call 911 and request areas be unlocked. 3. Close exterior doors, windows, blinds, and protective area hallway doors.	1. Assist evacuation. 2. Check that protective area hallway doors are closed. 3. Summon 911 help as necessary. 4. Report injuries to EOC. 5. Keep injured comfortable. 6. Report facilities damage and other hazards to EOC.	1. Ensure work areas are safe. 2. Direct returning personnel as necessary.
<b>MSFC Personnel</b>		1. Close exterior doors, windows, and blinds. 2. Continue normal operations unless otherwise instructed to evacuate to protective areas.	1. Close exterior doors, windows, blinds, and protective area hallway doors. 2. Continue normal operations unless otherwise instructed to evacuate to protective areas.	1. Close exterior doors, windows, blinds, and protective area hallway doors. 2. Continue normal operations unless otherwise instructed to evacuate to protective areas.	1. Evacuate as instructed. 2. Close protective area hallway doors. 3. Follow EWS instructions.	1. Return to normal operations.
<b>OMEHS</b>					1. Respond as appropriate.	
<b>DAT</b>					1. Respond as requested by the EMD and follow Damage Assessment Team Emergency Response procedures.	
<b>PAT</b>					1. Respond as requested by the EMD and follow Personnel Accountability Team Emergency Response procedures.	
<b>USSRC</b>	1. The USSRC assumes all responsibility for the safety of tour participants during severe weather and monitors NOAA radio and alerts drivers to seek shelter for tour participants when a tornado warning is issued. USSRC drivers are instructed to seek protective areas within designated MSFC buildings when unable to return to the USSRC.					

**Severe Weather**  
**After-Duty Hours (4:30 p.m. - 8:00 a.m. Monday through Friday, and on Weekends and Holidays)**

<b>Responder</b>	<b>Any Severe Weather</b>
<b>NISC</b>	<ol style="list-style-type: none"><li>1. Make appropriate EWS announcement.</li><li>2. Notify PSCC and EMD/DEMD of all local severe weather bulletins.</li><li>3. Notify EMD/Deputy any time there are personnel injuries or damage to buildings and/or equipment due to severe weather.</li></ol>
<b>PSCC</b>	<ol style="list-style-type: none"><li>1. Notify personnel following internal operating procedures.</li></ol>
<b>MSFC Personnel</b>	<ol style="list-style-type: none"><li>1. Close exterior doors, windows, and blinds.</li><li>2. Continue normal operations unless otherwise instructed to evacuate to protective areas.</li></ol>
<b>USSRC</b>	<ol style="list-style-type: none"><li>1. The USSRC assumes all responsibility for the safety of tour participants during severe weather and monitors NOAA radio and alerts drivers to seek shelter for tour participants when a tornado warning is issued. USSRC drivers are instructed to seek protective areas within designated MSFC buildings when unable to return to the USSRC.</li></ol>

## **Tropical Storm/Hurricane Conditions Normal-Duty and After-Duty Hours**

**DESCRIPTION:** This Plan alerts MSFC essential personnel of possible tropical storm winds that could impact the people, programs, or infrastructure at MAF.

**ACTIVATION:** Reports are received from MAF and the National Weather Service that tropical storm winds are possible.

### **DEFINITIONS:**

**Hurricane:** A type of tropical cyclone or low pressure system with counterclockwise rotation in the Northern Hemisphere, accompanied by thunderstorms, and winds greater than 74 mph which are categorized in accordance with the Saffir-Simpson Scale. Tropical Cyclones are classified, in order of severity, as Tropical Depression, Tropical Storm, and Category 1 through 5 Hurricane. Destructive high winds, storm surge, and tornadoes are possible along coastal areas. Inland hurricane remnants that maintain identifiable low pressure circulation are capable of tornadoes devoid of hail and intense lightning that is normally associated with inland tornadic activity. Emergency Managers are urged to plan hurricane response one level higher than the category forecast.

**Storm Surge:** Water that is pushed toward coastal shores by wind-force, with waves superimposed upon and above the surge. Storm surge causes severe flooding when coincidental with normal high tides, increasing mean water levels 15 feet or more, and may also develop on rivers and inland lakes. Severity of surge is evaluated using SLOSH-Model and Saffir-Simpson Scale.

**Hurricane Watch:** An alerting message issued by the National Weather Service that hurricane conditions are possible within 36 hours.

**Hurricane Warning:** An alerting message that sustained winds of at least 74 mph are expected within 24 hours or less.

**Hurricane Local Statement:** An alerting message issued by the local NWS in or near a threatened area with specific details on Weather conditions, Evacuation decisions made by local officials, and Other precautions necessary to protect life and property.

**Gale Warning:** An alerting message issued by the NWS that sustained winds are possible up to 54 mph which are not directly associated with tropical cyclones.

**Tropical Storm Warning:** An alerting message issued by the NWS that tropical storm conditions are possible within 24 hours or less.

**Tropical Storm Watch:** An alerting message issued by the NWS that tropical storm conditions are possible within 36 hours.

### **MAF TROPICAL STORM/HURRICANE CONDITIONS OF READINESS:**

**Condition V** - This condition of readiness exists during the entire hurricane season, June 1 to November 30. Condition V requires that all plans be in order, emergency equipment be available, and all personnel be aware of a possible hurricane.

**Condition IV** - This condition begins with the notification that the progress of a storm indicates a possible threat of sustained winds of 58 MPH or greater within 72 hours. All operating organizations will be alerted and routine duties and tie-down plans will be initiated while normal operations continue. A general state of readiness will be assumed.

**Condition III** - This condition begins with the notification that sustained winds of 58 MPH or greater are possible within 48 hours. Each operating organization will complete all tie-down and emergency preparations.

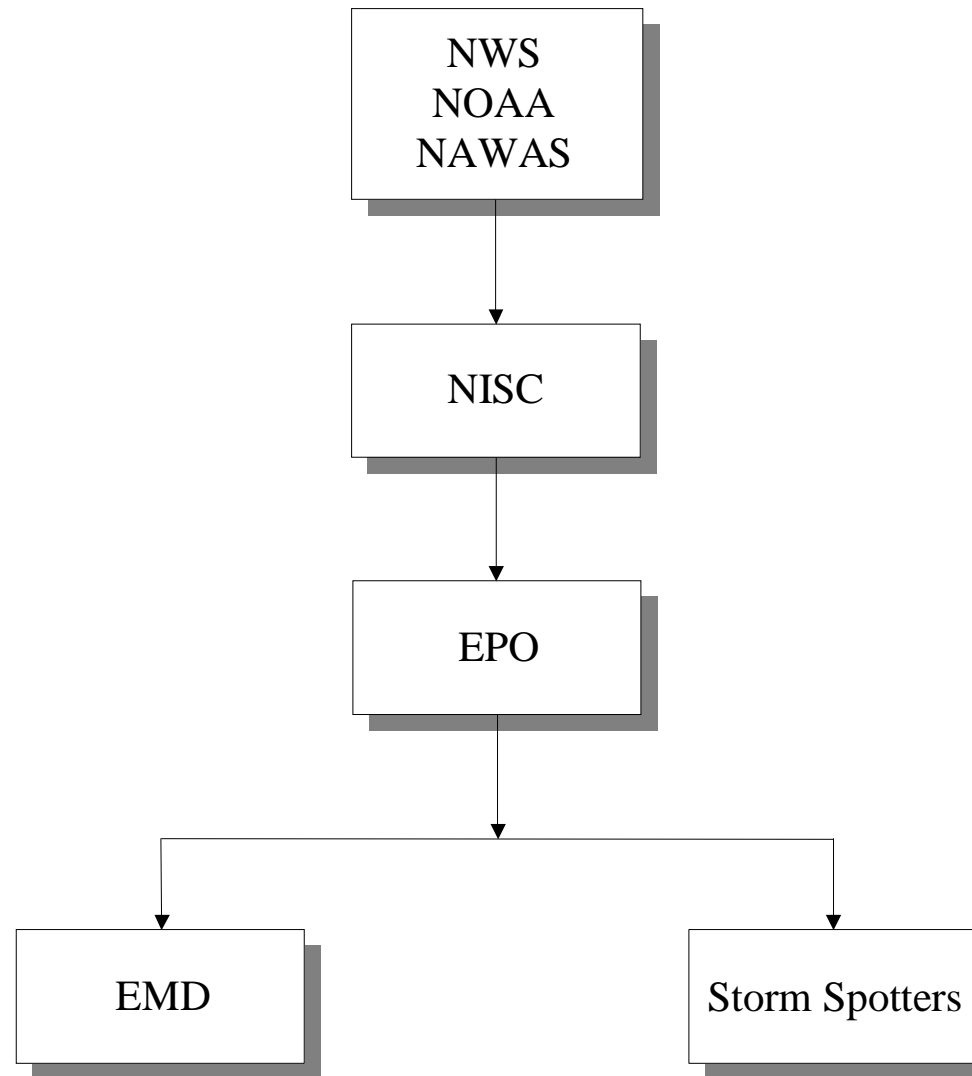
**Condition II** - This condition begins with the notification that sustained winds of 58 MPH or greater are probable within 24 hours. Final check will be made to assure optimum preparedness and readiness. Normal work will cease upon direction of the Manager of Michoud Assembly Facility.

**Condition I** - This condition begins when Tropical Storm/Hurricane winds are imminent. The facility will have been secured and a hurricane watch posted. All precautions to minimize injury to personnel and damage to property will have been completed.

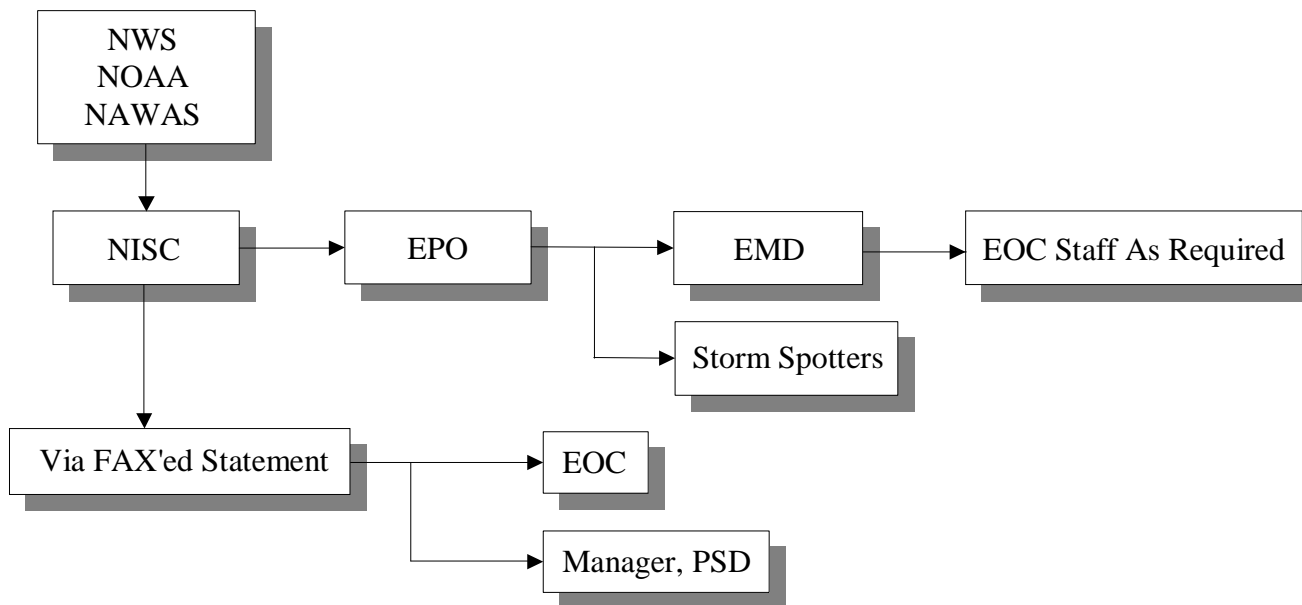
**Condition Reset (No Hurricane)** - This condition begins when notification is received that the storm has passed, and actions are to be taken to return to normal operation.

<b>Responder</b>	<b>Notifications/Activations/Activities</b>
<b>NASA MAF Chief Emergency Coordinator</b>	<ol style="list-style-type: none"> <li>1. Implement Hurricane Conditions Alert Plans, when appropriate.</li> <li>2. During normal-duty hours, provide periodic status reports to MSFC Manager, External Tank Project; EMD; and S&amp;MA of significant events and changing conditions.</li> <li>3. During after-duty hours, provide periodic status reports to MSFC NISC.</li> </ol>
<b>NISC</b>	<ol style="list-style-type: none"> <li>1. Notify EMD/DEMD and Office of the Chief Information Officer.</li> <li>2. When <b>Condition</b> (see below) worsens from <b>IV</b> to <b>III</b>, notify Director/Deputy, CO; Manager/Deputy, Facilities Engineering; and EPO.</li> <li>3. Update individuals in step #2 as necessary.</li> </ol>
<b>EMD/DEMD</b>	<ol style="list-style-type: none"> <li>1. When <b>Condition II</b> (see below) is established, notify the Center Director/Deputy.</li> <li>2. When <b>Condition I</b> (see below) is established, notify the Center Director/Deputy.</li> </ol>
<b>Center Director</b>	<ol style="list-style-type: none"> <li>1. Notify NASA HQ as appropriate.</li> </ol>

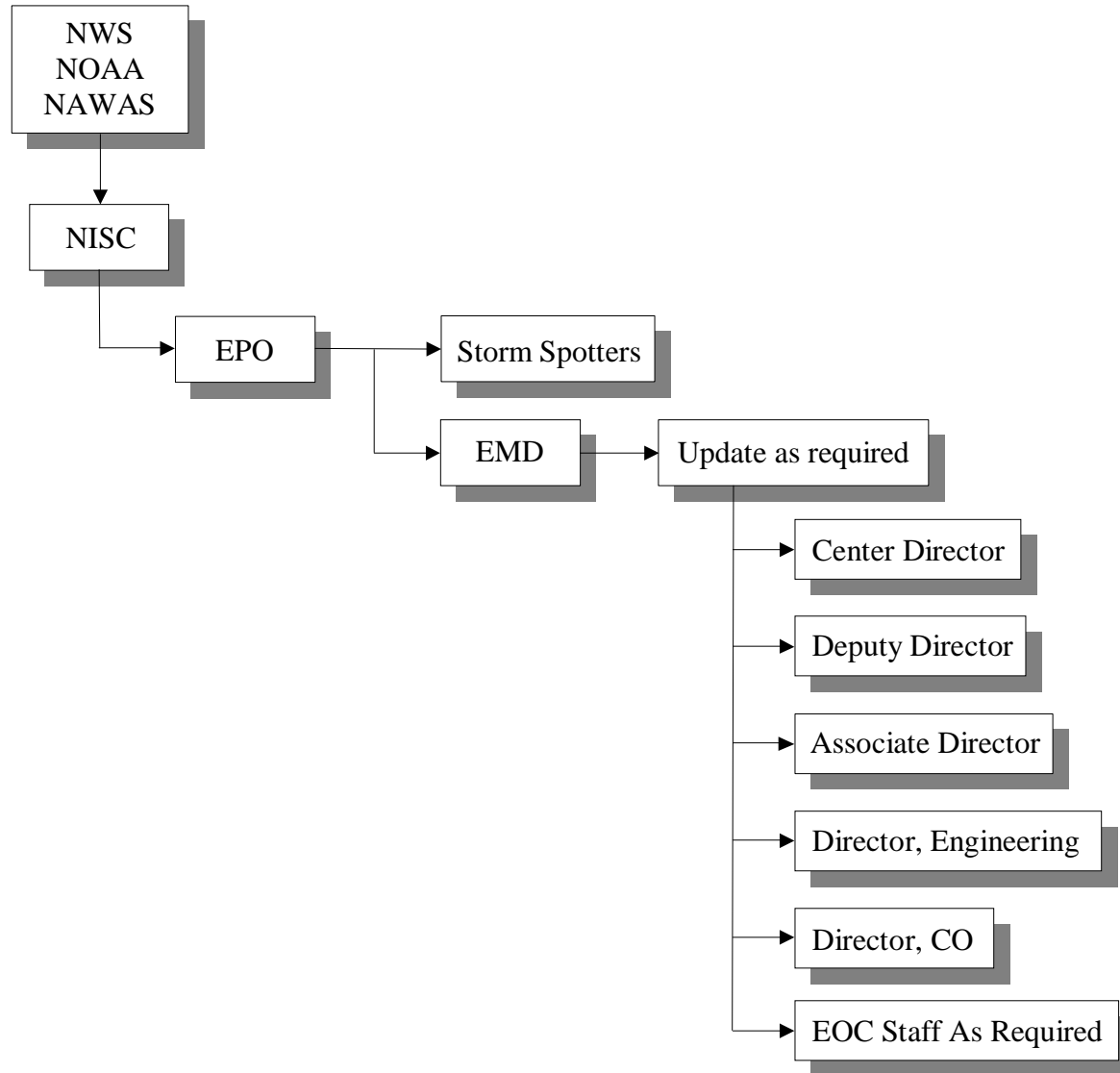
**SEVERE THUNDERSTORM WATCH/WARNING**  
**NORMAL-DUTY HOURS, COMMUNICATION FLOW**



**TORNADO WATCH**  
**NORMAL-DUTY HOURS, COMMUNICATION FLOW**



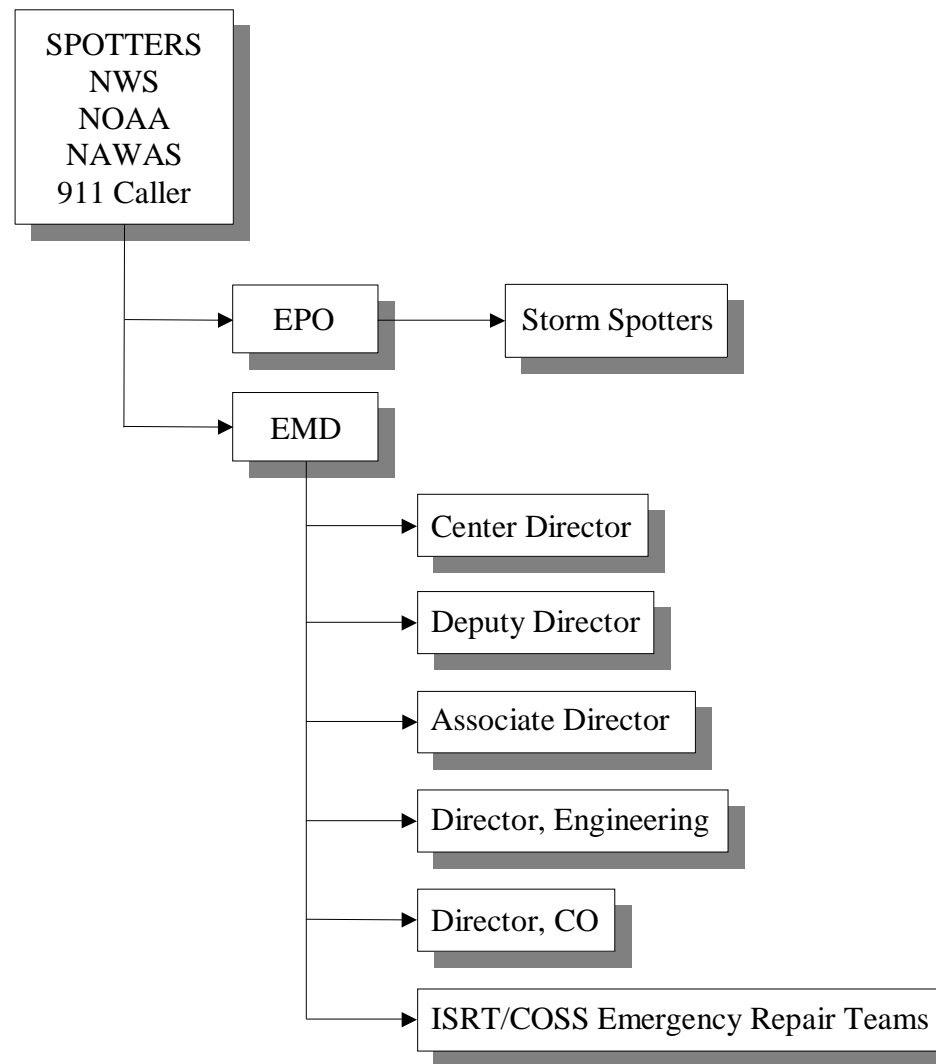
**TORNADO WARNING**  
**NORMAL-DUTY HOURS, COMMUNICATION FLOW**



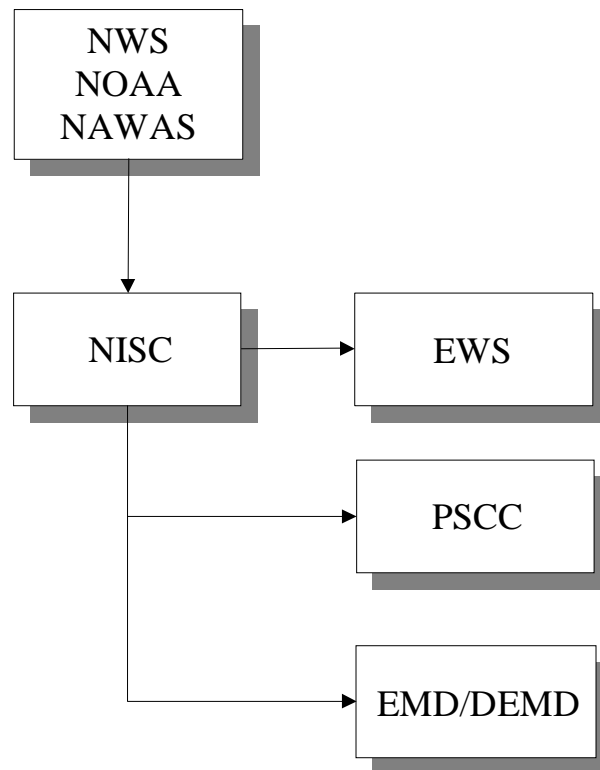


## **TORNADO SIGHTING**

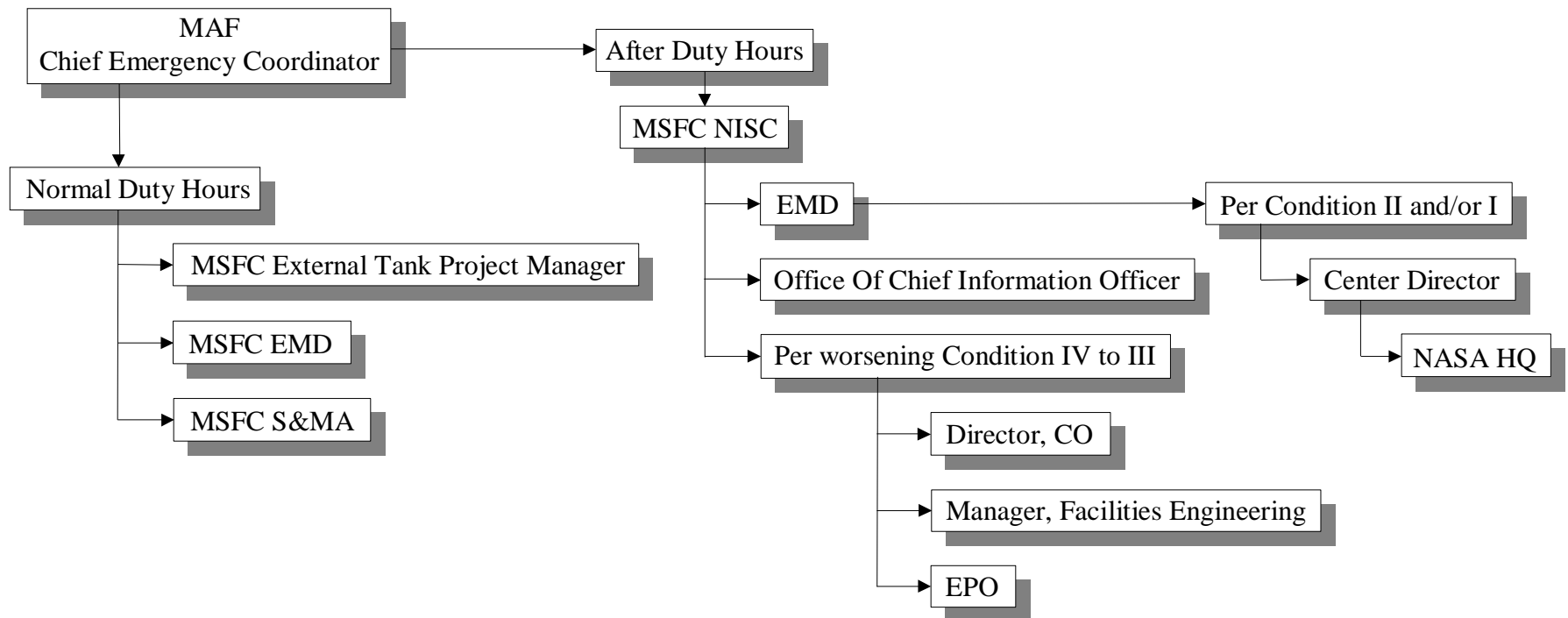
### **NORMAL-DUTY HOURS, COMMUNICATION FLOW**



**SEVERE WEATHER**  
**AFTER-DUTY HOURS, COMMUNICATION FLOW**



**TROPICAL STORM HURRICANE CONDITIONS**  
**NORMAL DUTY AND AFTER-DUTY HOURS, COMMUNICATION FLOW**



## Ice/Snow/Flood

### Normal-Duty Hours (8:00 a.m. - 4:30 p.m., Monday through Friday, excluding Holidays)

**DESCRIPTION:** When ice, snow, or flood has been forecast by the NWS and/or is occurring with indications of damaging property or creating hazardous driving conditions, action will be taken to prevent personal injury and protect Government property.

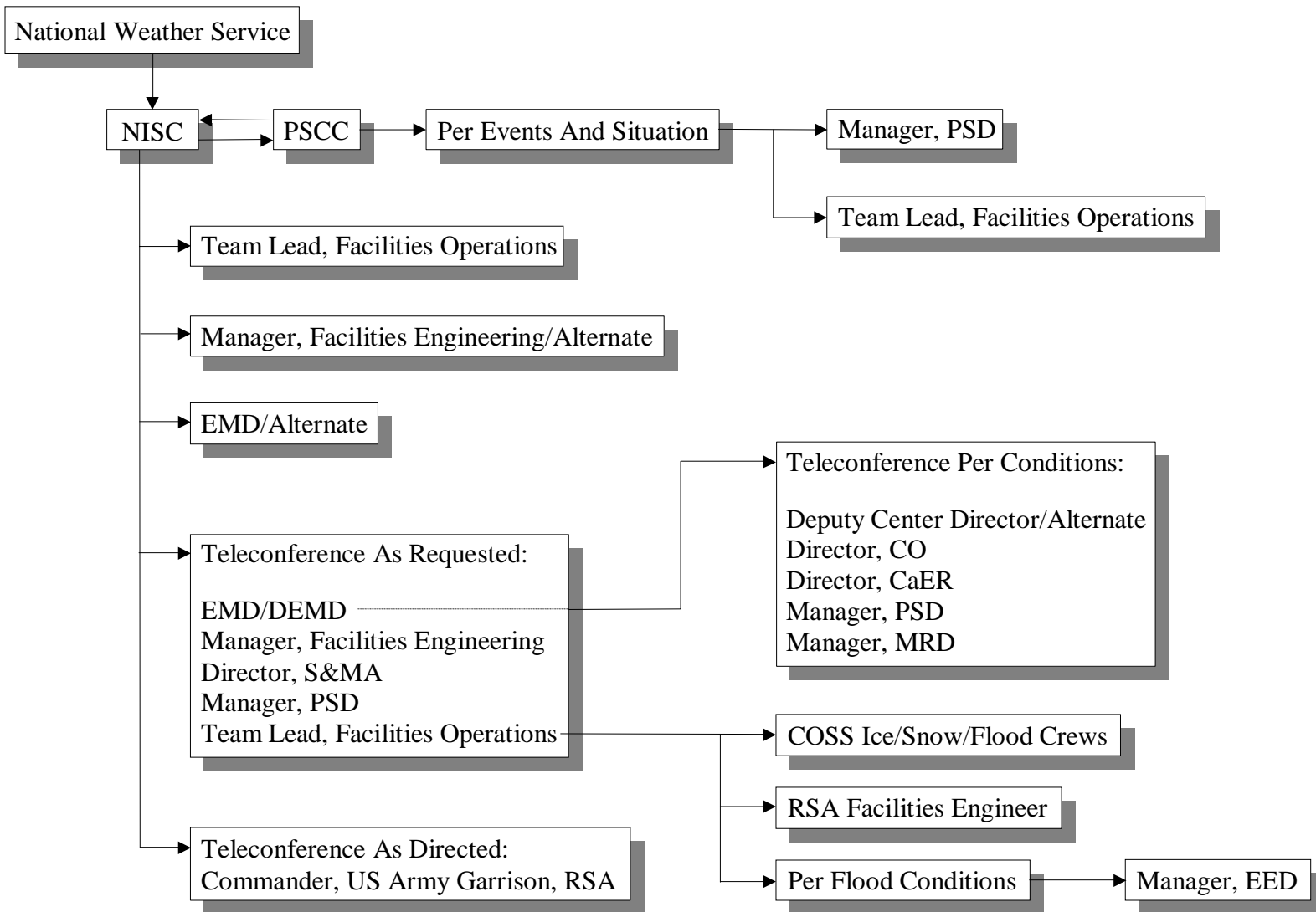
**ACTIVATION:** NISC receives NWS forecast indicating ice or snow accumulation or flooding conditions for any part of North Alabama that affects or includes Madison County.

<b>Responder</b>	<b>Notifications/Activations/Activities</b>
<b>NISC</b>	<ol style="list-style-type: none"> <li>1. Notify PSCC of NWS forecasts indicating ice/snow accumulation or flooding for any part of North Alabama that affects or includes Madison County.</li> <li>2. Receive PSCC road condition reports indicating ice/snow accumulation or flooding for any part of North Alabama that affects or includes Madison County.</li> <li>3. If ice/snow/flood is occurring or forecast, notify Team Lead, Facilities Operations; Manager, Facilities Engineering/Alternate; EMD/DEMD; and fax NWS statement to EOC and PSD.</li> <li>4. Keep EMD informed of current MSFC road conditions and, if requested, initiate teleconference with EMD/DEMD; Manager, Facilities Engineering; Director, S&amp;MA; Manager, PSD; and Team Lead, Facilities Operations.</li> <li>5. Initiate teleconference with Commander, US Army Garrison, RSA/Alternate as directed by EMD.</li> <li>6. Update 4-HELP, Marshall Announcements, per applicable NISC Work Instruction.</li> <li>7. If weather forecast is cancelled or expires, notify Team Lead, Facilities Operations; Manager, Facilities Engineering/Alternate; EMD/DEMD; EOC; and PSD.</li> </ol>
<b>PSCC</b>	<ol style="list-style-type: none"> <li>1. Make reports to NISC of ice/snow/flood conditions, including road conditions within MSFC and the surrounding area, and keep Manager, PSD, and Team Lead, Facilities Operations, informed of the events and situation.</li> </ol>
<b>Manager, PSD</b>	<ol style="list-style-type: none"> <li>1. Determine road conditions in city, county, and major North Alabama highways and provide information to EMD.</li> </ol>
<b>Team Lead, Facilities Operations</b>	<ol style="list-style-type: none"> <li>1. Notify COSS Supervisor to assemble crews and begin ice/snow removal or flood control measures as directed by EMD.</li> <li>2. Keep EMD informed of ice/snow removal or flood control progress and coordinate MSFC assistance requirements with RSA Facilities Engineer.</li> <li>3. Notify Group Lead, Operations &amp; Maintenance Group, as appropriate.</li> <li>4. Notify Manager, EED, if flood conditions are anticipated.</li> </ol>
<b>EMD</b>	<ol style="list-style-type: none"> <li>1. Notify Team Lead, Facilities Operations, to initiate snow/ice removal operations if conditions warrant and to respond to critical activity areas.</li> <li>2. Report work progress to Director, CO.</li> <li>3. If conditions warrant, initiate teleconference with Deputy Center Director/Alternate; Director, CO; Director, CaER; Manager, PSD; and Manager, MRD.</li> <li>4. If appropriate, initiate teleconference with Commander, US Army Garrison, RSA/Alternate and coordinate recommendations concerning MSFC or RSA hours of operation.</li> <li>5. Direct EWS announcement be made if Center operating hours are altered.</li> <li>6. Direct NISC to update 4-HELP, Marshall Announcements.</li> </ol>
<b>EPO</b>	<ol style="list-style-type: none"> <li>1. Obtain latest weather forecast and if ice/snow/flood conditions are hazardous or expected to worsen, notify EMD and activate EOC as appropriate.</li> <li>2. Make EWS announcement of altered Center operating hours as directed by EMD.</li> </ol>
<b>EED</b>	<ol style="list-style-type: none"> <li>1. Investigate possible pollution sites and report findings to EMD.</li> </ol>
<b>Deputy Center Director</b>	<ol style="list-style-type: none"> <li>1. Make decision to alter or to proceed with normal MSFC hours of operation.</li> <li>2. Direct EWS announcement be made by EMD, and an administrative announcement be made by Director, CaER, if operating hours are altered.</li> </ol>
<b>Commander, US Army Garrison, RSA</b>	<ol style="list-style-type: none"> <li>1. Notifies NISC of Base closure, per internal RSA operating procedures.</li> </ol>

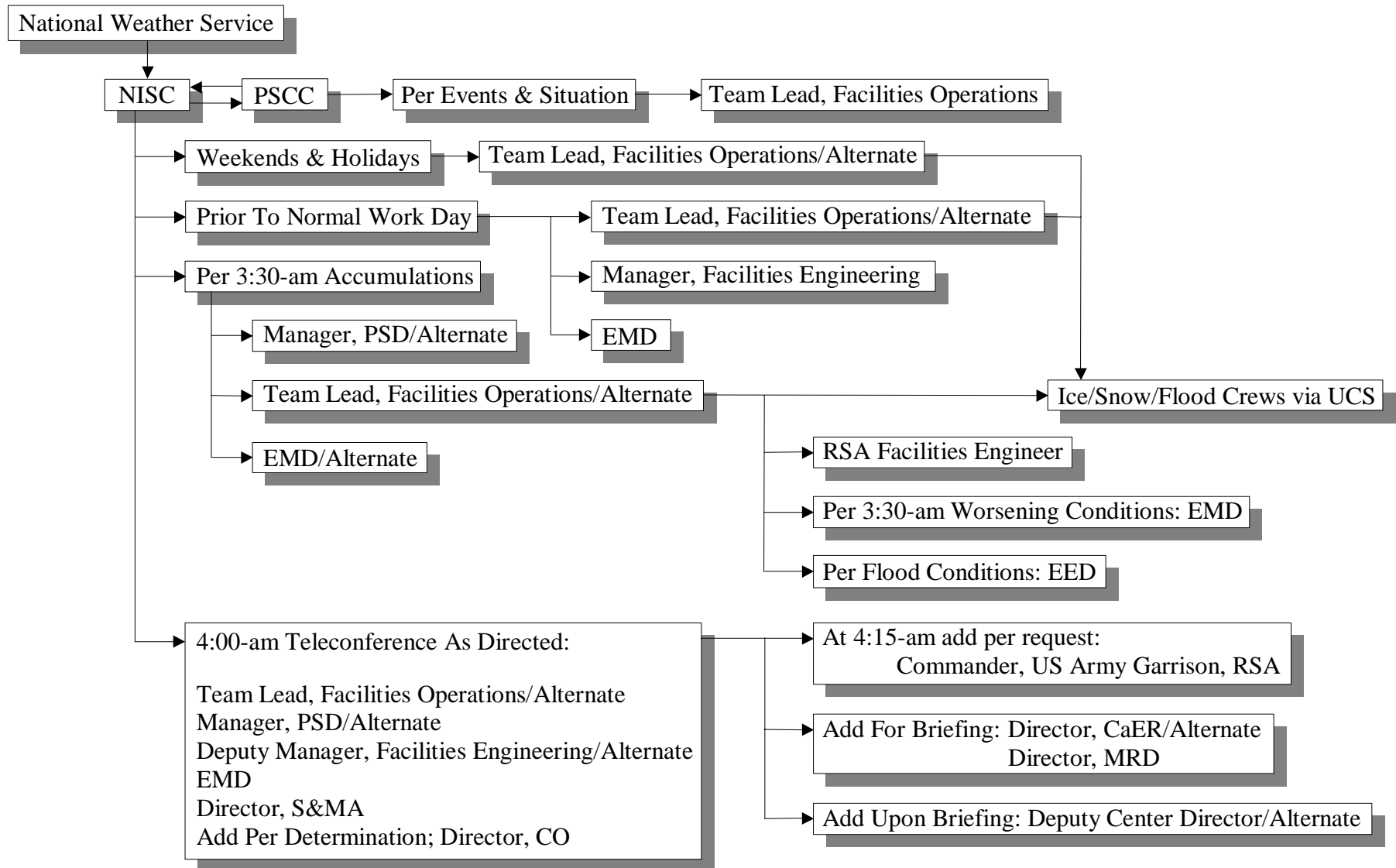
**Ice/Snow /Flood**  
**After-Duty Hours (4:30 p.m. - 8:00 a.m., Monday through Friday, and on Weekends and Holidays)**

<b>Responder</b>	<b>Notifications/Activations/Activities</b>
<b>NISC</b>	<ol style="list-style-type: none"> <li>1. Notify PSCC of NWS forecasts indicating ice/snow accumulation or flooding for any part of North Alabama that affects or includes Madison County.</li> <li>2. Receive PSCC road condition reports indicating ice/snow accumulation or flooding for any part of North Alabama that affects or includes Madison County.</li> <li>3. If conditions warrant on weekends and holidays, notify Team Lead, Facilities Operations/Alternate.</li> <li>4. If conditions warrant prior to start of normal work day, notify Team Lead, Facilities Operations/Alternate; Manager, Facilities Engineering; and EMD. Advise MSFC management officials or initiate teleconference as directed by EMD or notify EMD before initiating teleconference requested by others.</li> <li>5. If accumulations are occurring at 3:30 a.m. prior to start of normal workday, notify Manager, PSD/Alternate; Team Lead, Facilities Operations/Alternate; and EMD/DEMD.</li> <li>6. If conditions warrant at 4:00 a.m., initiate teleconference as directed by EMD with Team Lead, Facilities Operations/Alternate; Manager, PSD/Alternate; Deputy Manager, Facilities Engineering/Alternate; Director, S&amp;MA; and EMD. Upon determination add Director, CO. At 4:15 a.m. add Commander, US Army Garrison, RSA/Alternate. Upon conference add Director, CaER/Alternate and Director, MRD. Upon briefing add Deputy Center Director/Alternate for briefing and recommendations concerning Center operating hours.</li> <li>7. Update 4-HELP, Marshall Announcements, per applicable NISC Work Instruction.</li> <li>8. If weather forecast is cancelled or expires, notify Team Lead, Facilities Operations/Alternate; Manager, Facilities Engineering; and EMD.</li> </ol>
<b>PSCC</b>	<ol style="list-style-type: none"> <li>1. Report ice/snow/flood conditions to NISC, including MSFC and surrounding area road conditions, and keep Team Lead, Facilities Operations, informed of the events and situation.</li> <li>2. Assist or conduct traffic control for road crews and notify or update Manager, PSD, as appropriate.</li> </ol>
<b>Team Lead Facilities Operations</b>	<ol style="list-style-type: none"> <li>1. If conditions warrant, request Utility Control System operator notify COSS ice/snow removal or flood control crews to report to work (normally 3:00 a.m.).</li> <li>2. Coordinate MSFC assistance requirements with RSA Facilities Engineer.</li> <li>3. Obtain latest weather forecast at 3:30 a.m., and if ice/snow/flood conditions are hazardous or expected to worsen, notify EMD.</li> <li>4. Notify Group Lead, Operations &amp; Maintenance Group, as appropriate.</li> <li>5. Notify Manager, EED, if flood conditions are anticipated.</li> </ol>
<b>EMD</b>	<ol style="list-style-type: none"> <li>1. If conditions warrant at 4:00 a.m., direct NISC to initiate teleconference.</li> <li>2. If at 4:15 a.m. ice or snow conditions are hazardous or expected to worsen, direct NISC to proceed with teleconference and coordinate recommendations concerning MSFC or RSA hours of operation, and advise the Deputy Center Director of road conditions and work progress.</li> <li>3. Direct NISC to update 4-HELP, Marshall Announcements.</li> </ol>
<b>Manager, PSD</b>	<ol style="list-style-type: none"> <li>1. If at 3:30 a.m. ice or snow is accumulating, survey road conditions within Redstone Arsenal, surrounding cities, and major North Alabama highways, and obtain latest weather forecast and provide information to EMD/DEMD.</li> </ol>
<b>EED</b>	<ol style="list-style-type: none"> <li>1. Investigate possible pollution sites and report findings to EMD.</li> </ol>
<b>Deputy Center Director</b>	<ol style="list-style-type: none"> <li>1. Determine when the Center will open.</li> <li>2. Advise MRD of decision.</li> </ol>
<b>MRD</b>	<ol style="list-style-type: none"> <li>1. Notify area radio and TV stations by 5:30 a.m. if decision is made by Center Director or representative to alter MSFC hours of operation.</li> </ol>
<b>MSFC Employees</b>	<ol style="list-style-type: none"> <li>1. Monitor 4-HELP, Marshall Announcements.</li> </ol>
<b>Commander, US Army Garrison, RSA</b>	<ol style="list-style-type: none"> <li>1. Notifies NISC at 4:30 a.m. of Base closure or delayed opening per internal RSA operating procedures.</li> </ol>

## ICE/SNOW/FLOOD NORMAL-DUTY HOURS, COMMUNICATION FLOW



## ICE/SNOW/FLOOD AFTER-DUTY HOURS, COMMUNICATION FLOW



## Fire/Explosion/Impending Normal-Duty and After-Duty Hours

**DESCRIPTION:** An emergency due to fire or explosion, or the prospect of fire or explosion, that threatens or causes injury or property damage.

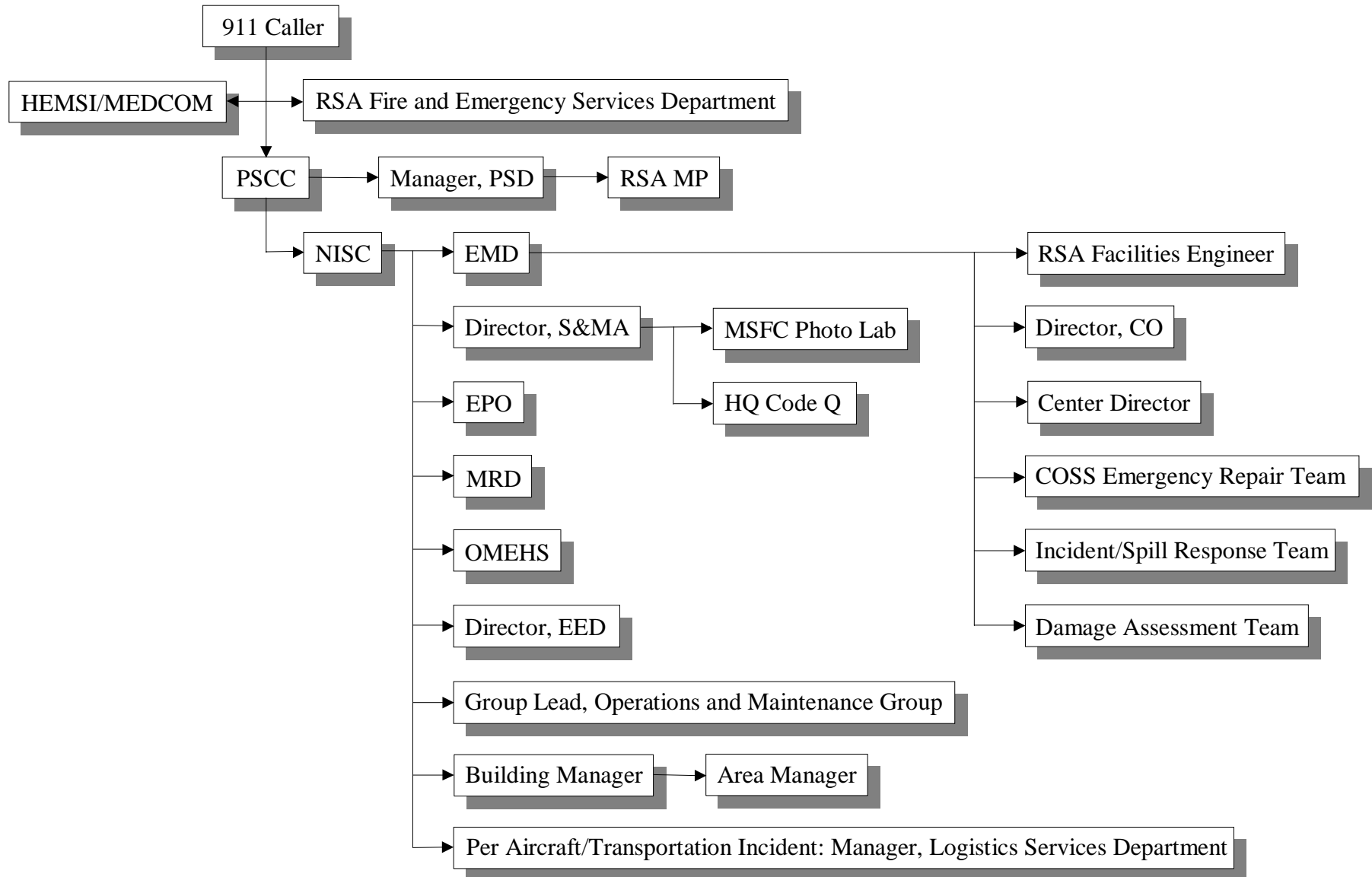
**ACTIVATION:** Personnel who detect a fire and/or explosion, or who become aware of the imminent prospect of fire or explosion, shall report it immediately to 911 and activate the building fire alarm.

<b>Responder</b>	<b>Notifications/Activations/Activities</b>	<b>Steps/Actions Taken</b>
<b>MSFC Personnel</b>	1. Personnel who detect a fire and/or explosion, or who become aware of the imminent prospect of fire or explosion, shall call 911 and activate the building fire alarm.	1. If required, evacuate to designated Assembly Areas as indicated on Emergency/Evacuation Plans posted within MSFC facilities.
<b>RSA FESD</b>	1. Assume Incident Commander duties until situation circumstances are determined, or IC duties are transferred to appropriate emergency response organization. 2. If call received was not 911, or alarm is from annunciator, inform MSFC PSCC and proceed to reported location. 3. Set up staging area for Incident Command Post and other equipment at safe distance.	1. Perform rescues/evacuations. 2. Fight Fires. 3. Request mutual aid, if required. 4. Contain run-off of contaminants, if required. 5. Preserve evidence.
<b>PSCC</b>	1. Notify RSA FESD if the FESD was not notified by other means. 2. Notify HEMSI; NISC; and Manager, PSD.	1. Dispatch security officer to the scene with instructions to protect personnel, property, and evidence, until safe reentry is approved by the fire and emergency services department or S&MA.
<b>NISC</b>	1. Notify EMD; Director, S&MA; EPO; OMEHS; Manager, EED; Group Lead, Operations & Maintenance Group; MRD; and Building Manager. 2. For aircraft/transportation incidents, notify Manager, Logistics Services Dept. 3. Maintain emergency radio communications links as required.	
<b>Manager, PSD</b>	1. Report to scene via safe route. 2. Request/coordinate RSA MP assistance, as required.	1. Secure area and prevent loss of evidence.
<b>S&amp;MA</b>	1. Contact IC and obtain directions for safe approach and dispatch affiliate to scene. Immediately notify IC and DEMD of arrival. 2. Contact Building Managers/Assistants as requested or appropriate.	1. Assure the actions taken to control the scene protect personnel, property, and essential evidence. 2. Advise EMD of any hazard not being addressed, and provide other advice or hazard analysis upon request. 3. Assist identifying auxiliary technical expertise and relevant hazardous materials data, as necessary, to assess hazards and hazard controls. 4. Determine if incident is reportable mishap, notify Headquarters, Code Q, if required. 5. Determine and advise IC and EMD when adequate site safety is established. 6. Determine MSFC on-scene photographer requirements and advise IC. 7. Evaluate affected facility with RSA FESD, EED, & OMEHS for safe occupancy & notify DEMD.



<b>Responder</b>	<b>Notifications/Activations/Activities</b>	<b>Steps/Actions Taken</b>
<b>EMD</b>	1. Coordinate all emergency action to be taken with IC and S&MA and provide support as required. 2. Request RSA Facilities Engineer assistance, as required. 3. Inform Director, CO; Center Director; and other Center management officials, as required.	1. Dispatch COSS emergency repair team to the scene, to assist the FESD as required. 2. Assemble the MSFC Incident/Spill Response Team if required. 3. Provide assistance to RSA FESD as required. 4. Assemble DAT as required.
<b>EPO</b>	1. Monitor status and coordinate assistance, as required.	
<b>Building Managers/ Assistants</b>	1. Ensure fire alarm activation. 2. Contact Area Manager as requested or appropriate.	1. Assist building/area evacuation. 2. Assist emergency personnel as requested or necessary to secure facility systems, advise type and location of hazardous materials, and account for personnel who may be in the facility.
<b>Photo Lab</b>		1. Provide photographic support as requested by S&MA, contacting IC and obtaining directions for safe approach.
<b>OMEHS</b>		1. Respond as appropriate, contacting IC and obtaining directions for safe approach.
<b>EED</b>	1. Contact IC and obtain directions for safe approach and report to scene.	1. Assist emergency crews and fire and emergency services department in matters relating to hazardous materials. 2. Evaluate facility with RSA FESD, S&MA, and OMEHS for safe occupancy and notify DEMD and IC of results.
<b>MRD</b>		1. Set up briefing area and notify media of its location and PSD perimeter compliance requirements. 2. Collect and coordinate release of information to public media.
<b>DAT</b>	1. Report to DAT Lead.	1. Respond as requested by the EMD and follow Damage Assessment Team Emergency Response procedures.
<b>PAT</b>		1. Respond as requested by the EMD and follow Personnel Accountability Team Emergency Response procedures.

**FIRE AND EXPLOSION**  
**NORMAL AND AFTER-DUTY HOURS, COMMUNICATION FLOW**



## Personnel Injury/Accident Normal-Duty and After-Duty Hours

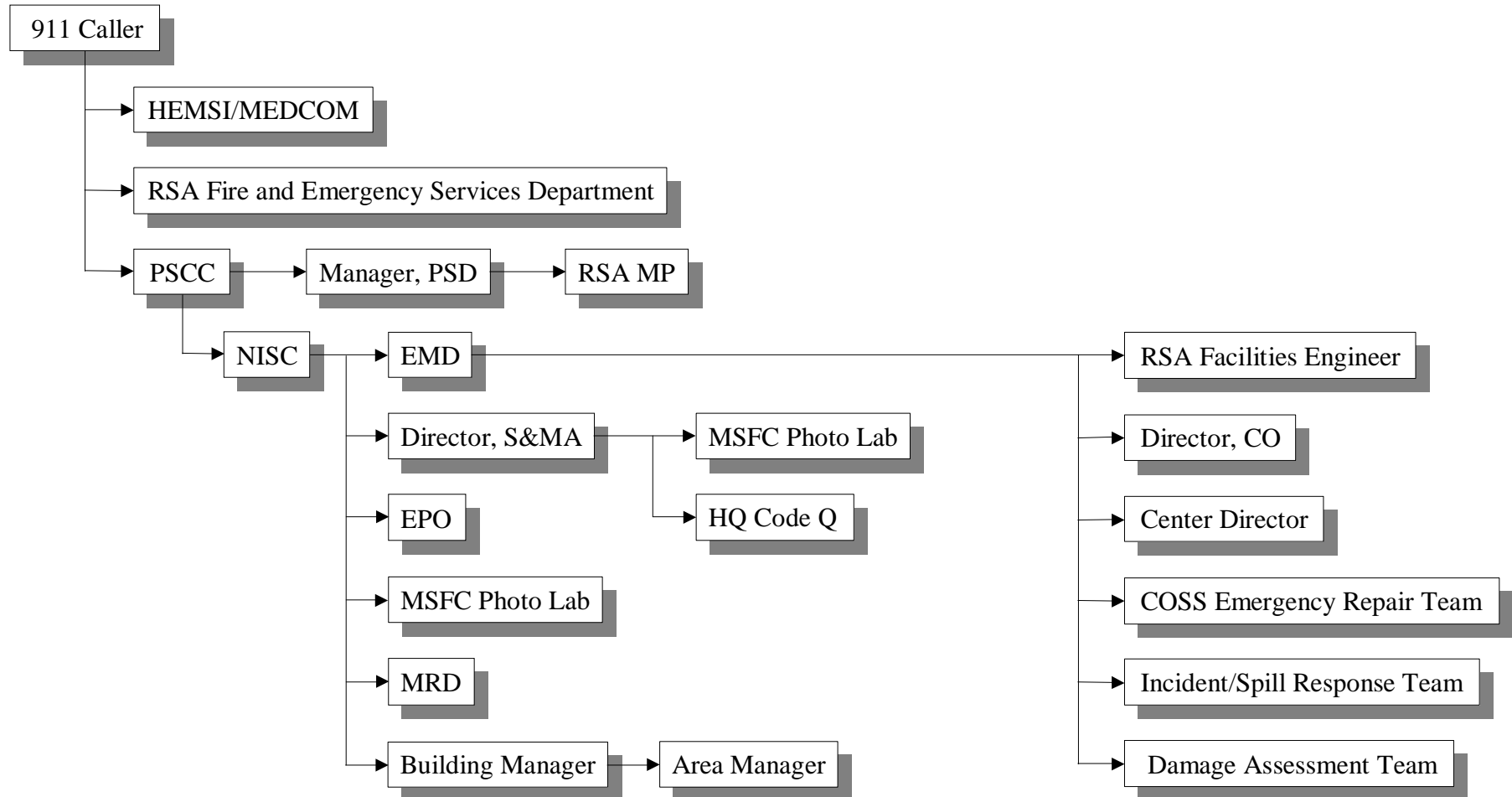
**DESCRIPTION:** A sudden and unexpected occurrence or set of circumstances demanding immediate action to preserve or protect life.

**ACTIVATION:** Personnel witnessing an employee injury or accident will immediately call and report it to 911, and at first opportunity, 4-HELP, Safety Hotline, and report the incident to S&MA.

<b>Responder</b>	<b>Notifications/Activations/Activities</b>	<b>Steps/Actions Taken</b>
<b>MSFC Personnel</b>	1. Personnel witnessing an employee injury or accident will call 911 immediately, then call 4-HELP, Safety Hotline, and report the information to S&MA.	
<b>PSCC</b>	1. Record message. 2. Notify NISC and Manager, PSD. 3. Report injury or casualty information/condition from medical personnel to NISC.	1. Dispatch security officers to scene. 2. Receive 911 information when HEMSI ambulance crew is out of office and dispatch ambulance crew (Unit 500/MEDCOM) by radio.
<b>HEMSI</b>	1. Monitor 911 calls when in office. 2. Notify PSCC and MEDCOM when out of the office.	1. Receive PSCC dispatch by radio when out of office. MEDCOM will attempt contacting ambulance crew on HEMSI main radio and beeper when PSCC is unable.
<b>FESD</b>	1. Monitor 911 calls, and receive off-site 911 calls from the Huntsville/Madison County Joint Emergency Communications Center. 2. Notify PSCC and MEDCOM when out of the office.	1. Dispatch engine companies as EMS 1st responder. 2. Stabilize patients. 3. Provide patient basic life saving until HEMSI arrival. 4. Ride in ambulance if requested.
<b>NISC</b>	1. Notify EMD; Director, S&MA; EPO; MRD; and Building Manager. 2. Keep MSFC EMD and EPO informed.	1. Maintain continuous radio communications between PSD and S&MA.
<b>Security Officers</b>	1. Receive 911 calls when in office. 2. Report to scene via safe route. 3. Report casualty information/condition from medical personnel to PSCC.	1. Render aid as needed. 2. Obtain pertinent employee information and condition of illness/injury and ensure medical assistance has been requested. 3. Secure area and assure that, where possible, evidence is not disturbed.
<b>S&amp;MA</b>	1. As required, contact IC and obtain directions for safe approach and dispatch affiliate to scene. Immediately notify IC and DEMD of arrival. 2. Contact Building Manager/Assistant as requested or appropriate.	1. Assure the actions taken to control the scene protect personnel, property, and essential evidence. 2. Advise EMD of any hazard not being addressed, and provide other advice or hazard analysis upon request. 3. Assist identifying auxiliary technical expertise and relevant hazardous materials data, as necessary, to assess hazards and hazard controls. 4. Determine if incident is reportable mishap, notify Headquarters, Code Q, if required. 5. Determine and advise IC and EMD when adequate site safety is established. 6. Determine MSFC on-scene photographer requirements and advise IC. 7. Evaluate affected facility with RSA FESD for safe occupancy and notify DEMD.

<b>Responder</b>	<b>Notifications/Activations/Activities</b>	<b>Steps/Actions Taken</b>
<b>EMD</b>	1. Coordinate with S&MA emergency actions to be taken and provide support, as required. 2. Report to scene via safe route as requested per S&MA. 3. Request RSA Facilities Engineer assistance as needed. 4. Inform Director, CO; Center Director; and other Center management officials, as required.	1. Dispatch COSS emergency repair team to the scene as required. 2. Assemble the MSFC Incident/Spill Response Team if required. 3. Provide assistance to RSA FESD as required. 4. Assemble DAT as required.
<b>EPO</b>	1. Monitor status and coordinate assistance, as required.	1. Provide Building Managers/Assistants with special instructions as directed by EMD.
<b>Photo Lab</b>		1. Take photographs of the accident scene, as requested by S&MA.
<b>MRD</b>		1. Collect and coordinate release of information to public media.
<b>Building Managers/ Assistants</b>	1. Contact Area Manager as requested or appropriate.	1. Assist emergency personnel as requested or necessary.
<b>PAT</b>		1. Respond as requested by the EMD and follow Personnel Accountability Team Emergency Response procedures.

**PERSONNEL INJURY/ACCIDENT**  
**NORMAL AND AFTER-DUTY HOURS, COMMUNICATION FLOW**



## Environmental HAZMAT/Radiological/Unexploded Ordnance Normal-Duty and After-Duty Hours

**DESCRIPTION:** An emergency caused by an accidental release or discovery of buried/unearthed ordnance or other explosive/corrosive/flammable chemical or material, radiological material, or unknown possible hazardous material, within the work environment which enters or threatens to enter the external environment.

**ACTIVATION:** Personnel shall immediately report an environmental HAZMAT/radiological/unexploded ordnance incident to 911. If required, personnel will activate building fire alarm and evacuate to designated assembly areas as indicated on Emergency/Evacuation Plans posted within MSFC facilities, or as directed by emergency personnel.

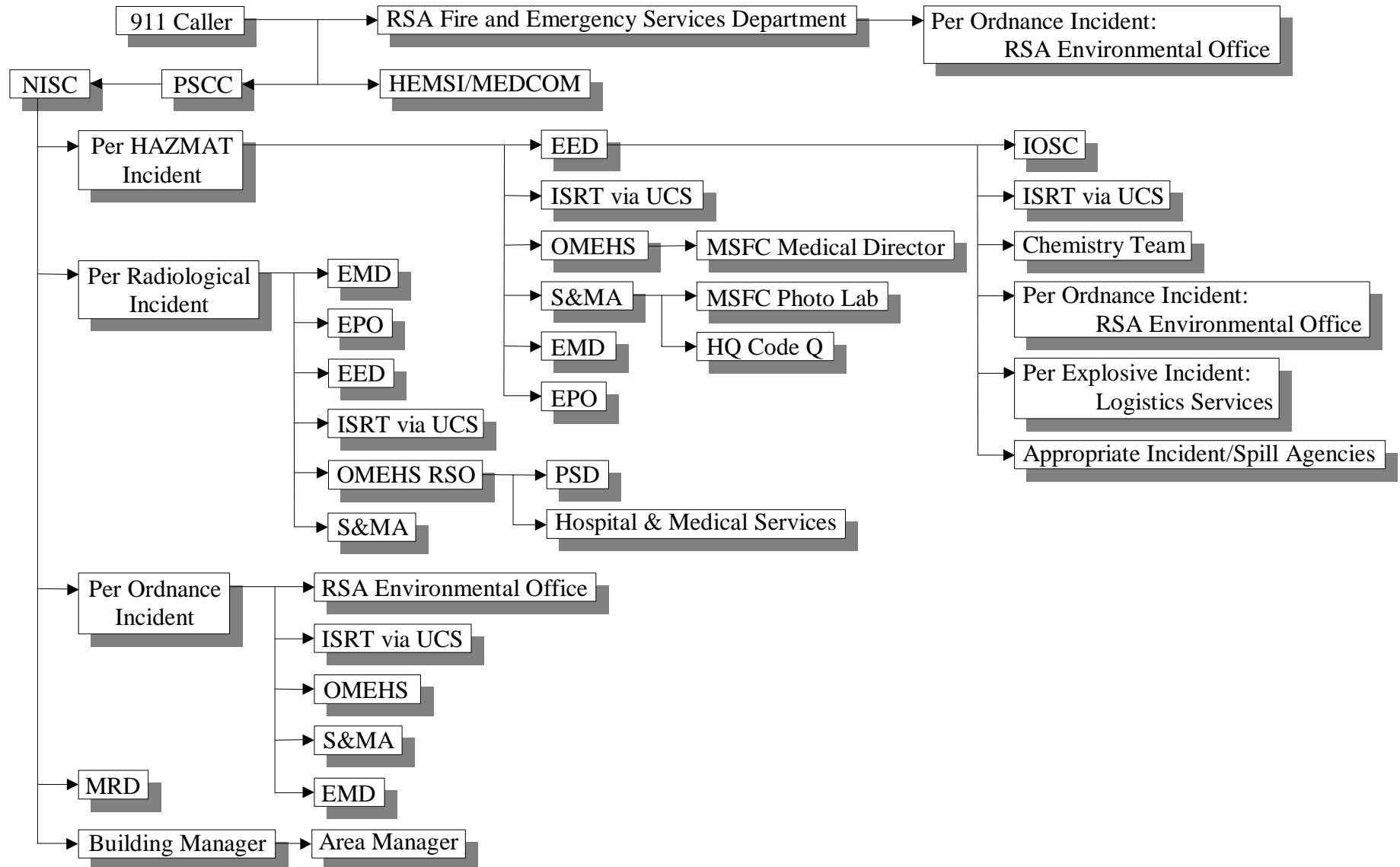
Responder	Notifications/Activations/Activities	Steps/Actions Taken
<b>PSCC</b>	<ol style="list-style-type: none"> <li>1. Record name, location, and hazardous material identity, if known.</li> <li>2. Notify RSA FESD, HEMSI, and NISC.</li> </ol>	<ol style="list-style-type: none"> <li>1. Request caller remain at site, upwind at safe distance, and standby to give information to IC.</li> <li>2. Dispatch security officer to scene with instructions to approach cautiously and establish safety perimeter per IC and to control access to the area.</li> </ol>
<b>NISC</b>	<ol style="list-style-type: none"> <li>1. If HAZMAT incident, notify EED; ISRT via UCS; OMEHS; S&amp;MA; EMD; EPO; MRD; &amp; Building Manager.</li> <li>2. If radiological incident, notify OMEHS RSO; ISRT via UCS; S&amp;MA; EED; EMD; EPO; MRD; &amp; Building Manager.</li> <li>3. If buried or unexploded ordnance incident, notify RSA Environmental Office; ISRT via UCS; OMEHS; S&amp;MA; EMD; MRD; and Building Manager.</li> </ol>	
<b>RSA FESD</b>	<ol style="list-style-type: none"> <li>1. Provide first responder HAZMAT Team for all calls received through 911.</li> <li>2. Transfer on-scene control and authority to appropriate IOSC when applicable.</li> <li>3. For buried or unexploded ordnance, assure RSA Environmental Office is notified.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assume Incident Commander duties until situation circumstances and emergency situation type are determined.</li> <li>2. Set up staging area for Incident Command Post and other equipment at safe distance.</li> <li>3. Remove victims to triage after safe condition is established.</li> <li>4. Coordinate response activities with IOSC and determine if COSS Incident/Spill Response Team can conclude situation.</li> </ol>
<b>EED</b>	<ol style="list-style-type: none"> <li>1. Contact IC and obtain directions for safe approach and immediately dispatch IOSC/alternate to scene.</li> <li>2. Contact ISRT via UCS and request support as required.</li> <li>3. Contact Chemistry Team and request support as required.</li> <li>4. If ordnance incident, and not reported through NISC, contact RSA Environmental Office.</li> <li>5. For explosives, contact Logistics Services (PMG), and request support as required.</li> </ol>	<ol style="list-style-type: none"> <li>1. Evaluate scene and coordinate determining level of response/support required with EMD, COSS ISRT, and RSA FESD, as appropriate and applicable.</li> <li>2. If HAZMAT is a reportable quantity, make appropriate notifications to incident/spill response agencies (Local, State, Federal, etc.), if required.</li> <li>3. Ensure the incident site is cleaned up to meet applicable Federal Agency regulatory requirements.</li> <li>4. Assist IC in returning the site to a safe compliant condition per on-scene emergency response staff estimations and evaluations.</li> <li>5. Report any concerns for safe occupancy of affected facility to DEMD.</li> </ol>
<b>IOSC</b>	<ol style="list-style-type: none"> <li>1. Contact IC and obtain directions for safe approach and report to scene.</li> <li>2. Inform EMD, as required.</li> </ol>	<ol style="list-style-type: none"> <li>1. Coordinate response activities with RSA FESD; RSA Environmental Office; and RSO.</li> <li>2. Assume IC duties when RSA FESD transfers on-scene control and authority and direct containment and cleanup of the incident.</li> </ol>

<b>Responder</b>	<b>Notifications/Activations/Activities</b>	<b>Steps/Actions Taken</b>
<b>Incident/Spill Response Team</b>	<ol style="list-style-type: none"> <li>1. Contact IC and obtain directions for safe approach and report to site of potential environmental incident.</li> <li>2. While present, RSA FESD is primary responder and MSFC Incident/Spill Response Team is supporting responder.</li> </ol>	<ol style="list-style-type: none"> <li>1. Support RSA FESD while present, as directed by IOSC.</li> <li>2. Perform containment and cleanup operations at the site as directed by the IC.</li> <li>3. Provide appropriate support and equipment in disposal of hazardous materials.</li> </ol>
<b>Logistics Services</b>	<ol style="list-style-type: none"> <li>1. Notify appropriate PMG personnel to coordinate with IC and report to scene if required.</li> </ol>	<ol style="list-style-type: none"> <li>1. Expedite all disposal actions for explosive chemicals.</li> </ol>
<b>EMD</b>	<ol style="list-style-type: none"> <li>1. Keep Center management officials apprised of situation.</li> </ol>	<ol style="list-style-type: none"> <li>1. Authorize MSFC resources and assets to IOSC for containment and cleanup of incident.</li> <li>2. Utilize EWS to evacuate building or area, if requested by the IOSC.</li> <li>3. Support RSA Environmental Office activities as required for MSFC ordnance removal.</li> <li>4. Direct UCS to turn HVAC systems off or on as required.</li> </ol>
<b>Chemistry Team</b>	<ol style="list-style-type: none"> <li>1. Contact IC and obtain directions for safe approach and report immediately to the site.</li> </ol>	<ol style="list-style-type: none"> <li>1. Collect hazmat samples and provide analysis results to IC and EMD.</li> </ol>
<b>OMEHS</b>	<ol style="list-style-type: none"> <li>1. Contact IC and obtain directions for safe approach and report immediately to the site.</li> <li>2. Keep MSFC Medical Director apprised of situation.</li> </ol>	<ol style="list-style-type: none"> <li>1. Perform site assessment to determine level of personnel protection required in containment and cleanup operations.</li> <li>2. Provide initial and subsequent air monitoring of the site and assist the IC as required.</li> <li>3. Provide Material Safety Data Sheet for material that has been spilled.</li> <li>4. Report to IC that conditions are safe for reentry to the site.</li> <li>5. Evaluate affected facility with IC and S&amp;MA for safe occupancy and notify DEMD.</li> <li>6. Provide medical assistance as appropriate.</li> <li>7. If radiological incident, determine level of radiological contaminant injury and treatment required; notify hospital or medical services to institute procedures for handling radioactively contaminated patients; and remain at patient delivery site until RSO surveys the ambulance.</li> </ol>
<b>S&amp;MA</b>	<ol style="list-style-type: none"> <li>1. Contact IC and obtain directions for safe approach and dispatch affiliate to scene. Immediately notify IC and DEMD of arrival.</li> <li>2. Contact Building Managers/Assistants as requested or appropriate.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assure the actions are taken to control the scene protect personnel, property, and essential evidence.</li> <li>2. As requested, assess ongoing risks and advise EMD or IC as to adequacy of hazard control measures; provide in-depth hazards analysis, fault tree analysis, or other systems safety analysis to assist hazard control decision making; assist in identifying auxiliary technical expertise and relevant hazardous materials data, as necessary, to assess hazards and hazard controls.</li> <li>3. Determine if incident is reportable mishap, notify Headquarters, Code Q, if required.</li> <li>4. Determine and advise IC and EMD when adequate site safety is established.</li> <li>5. Determine MSFC on-scene photographer requirements and advise IC.</li> <li>6. Evaluate affected facility with IC and OMEHS for safe occupancy and notify DEMD.</li> </ol>
<b>Group Lead, Operations &amp; Maintenance Group</b>		<ol style="list-style-type: none"> <li>1. Provide support to IC in containment and cleanup operations.</li> </ol>

<b>Responder</b>	<b>Notifications/Activations/Activities</b>	<b>Steps/Actions Taken</b>
<b>Manager, PSD</b>		1. Coordinate MSFC and other security support as required by the IC.
<b>Building Managers/ Assistants</b>	1. Contact Area Manager as requested or appropriate.	1. Assist building/area evacuation. 2. Assist emergency personnel as requested or necessary to secure facility systems, advise type and location of hazardous materials, and account for personnel who may be in the facility.
<b>RSO</b>	1. Notify PSD.	1. Control and confine all equipment or material at scene as contaminated until checked. 2. Ensure traffic kept to minimum to prevent spread of contamination by tracking. 3. Assist OMEHS decontaminate and treat injured at scene. 4. Survey ambulance exterior at scene if patient needs permit. 5. Notify medical services and hospital of patient contamination amount and type and precautions to be observed. 6. Perform radiological survey and determine when work areas are safe to reenter. 7. Check ambulance at patient delivery site for contamination.
<b>MSFC Personnel</b>	1. For radiological incident, call 911 and report it to OMEHS RSO and follow instructions provided. 2. For unexploded ordnance, evacuate the area and report the incident to 911.	1. Notify all affected personnel to evacuate the area and prevent personnel from entering the area. 2. If radiological incident, close all windows, doors, ventilation openings, and deactivate all air movement systems and seal all openings with tape to prevent release of powdered or gaseous radioactive materials. 3. Prevent unqualified personnel from attempting to effect mitigation. 4. Injured will be transported by ambulance only. 5. For personnel involved, assure medical personnel are notified that injured may be radiologically contaminated.
<b>MRD</b>		1. Set up briefing area and notify media of its location and PSD perimeter compliance requirements. 2. Collect and coordinate release of information to public media.



## ENVIRONMENTAL HAZMAT/RADIOLOGICAL/UNEXPLODED ORDNANCE NORMAL AND AFTER-DUTY HOURS, COMMUNICATION FLOW



## Air Pollution Normal-Duty and After-Duty Hours

**DESCRIPTION:** Air pollution is the presence in the atmosphere of any contaminant, solid, liquid, or gaseous matter, odor, or combination in such quantities that is either injurious to human health or welfare, animal or plant life, or property.

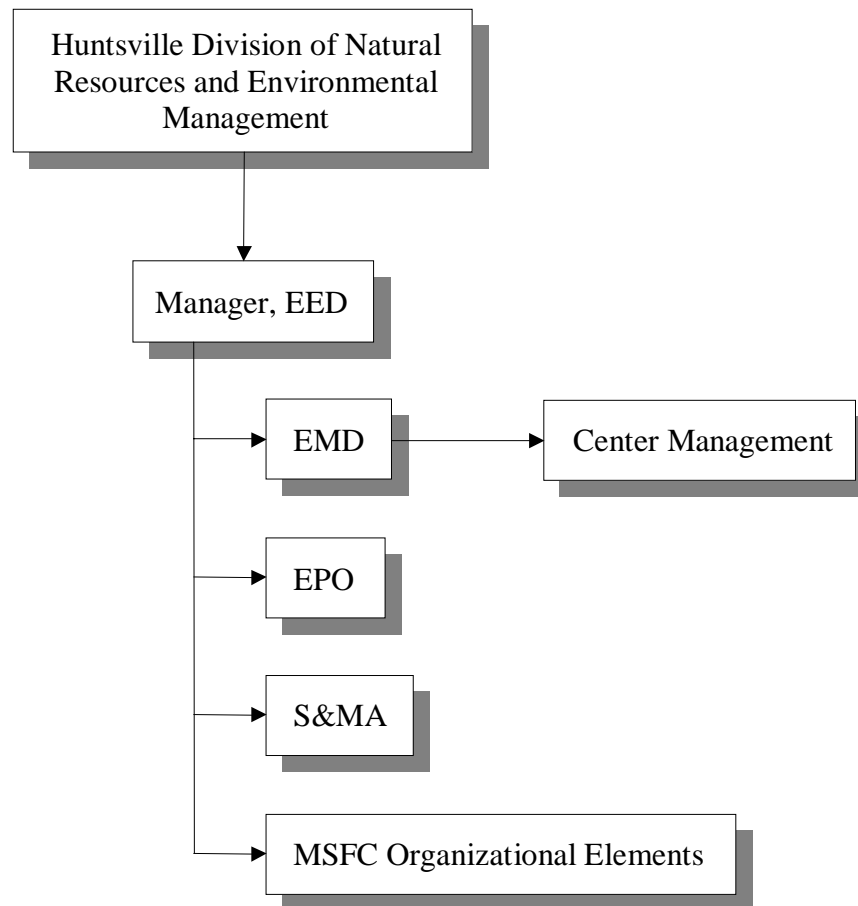
**AUTHORITY:**

1. NPD 8710.1.
2. Clean Air Act, PL 95-190 Sec. 118 - Federal Facilities.
3. 40 CFR-50 - National Primary and Secondary Ambient Air Quality Standards.
4. Alabama Department of Environmental Management Administrative Code, Chapter 335-3-2.

**ACTIVATION:** Huntsville Division Of Natural Resources and Environmental Management notifies Director, EED, MSFC, that an air pollution episode exists, and also when an air pollution episode is terminated.

<b>Responder</b>	<b>Notifications/Activations/Activities</b>	<b>Steps/Actions Taken</b>
<b>EED</b>	<ol style="list-style-type: none"> <li>1. Notify EMD, EPO, and S&amp;MA when alerts are issued.</li> <li>2. Notify MSFC organizational elements of emission reduction requirements.</li> <li>3. Inform Huntsville Division of Natural Resources and Environmental Management of emission reduction control actions taken.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assess operating conditions and make recommendations for actions to be taken by the EMD.</li> <li>2. Monitor Center operations to assure compliance with emission reduction requirements.</li> </ol>
<b>EMD</b>	<ol style="list-style-type: none"> <li>1. Keep Center management advised of actions to be taken and status thereof.</li> </ol>	<ol style="list-style-type: none"> <li>1. Determine actions to be taken and advise the appropriate organizational elements.</li> <li>2. Authorize use of Government vehicles and aircraft (excluding those needed for medical, security, or fire prevention) when the episode is at the emergency level.</li> </ol>
<b>S&amp;MA</b>		<ol style="list-style-type: none"> <li>1. From records of burning permits issued, identify significant smoke generation sites to the EED.</li> <li>2. Coordinate with EED and OMEHS and notify employees of safety/health hazards as required.</li> <li>3. Determine MSFC on-scene photographer requirements and advise IC.</li> </ol>
<b>MSFC Organizational Elements</b>		<ol style="list-style-type: none"> <li>1. Comply with emission reduction requirements appropriate for the air pollution episode level specified, as directed by EED.</li> </ol>
<b>OMEHS</b>		<ol style="list-style-type: none"> <li>1. Provide medical services as appropriate.</li> </ol>

**AIR POLLUTION**  
**NORMAL AND AFTER-DUTY HOURS, COMMUNICATION FLOW**



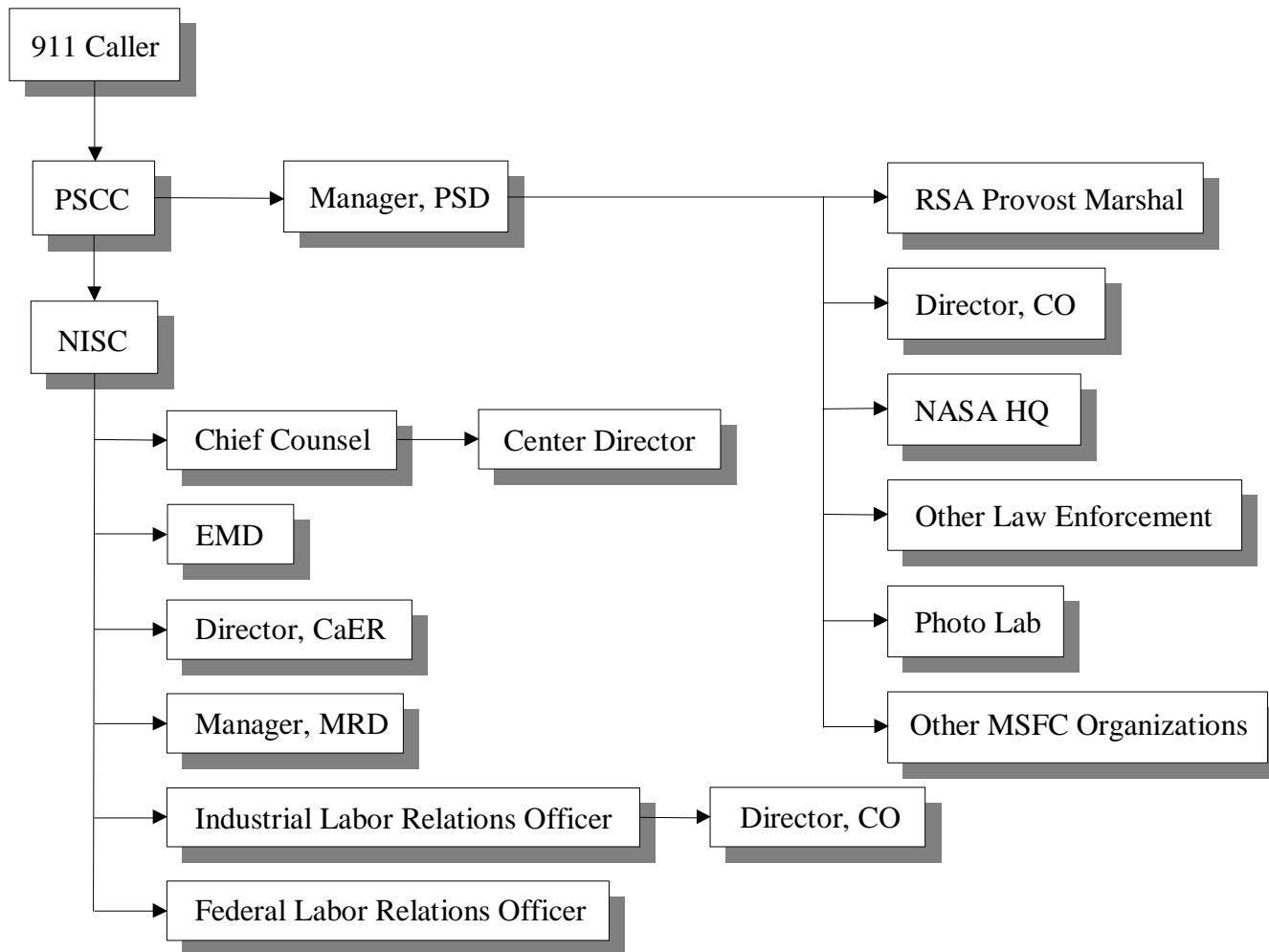
## Civil Disturbance Normal-Duty and After-Duty Hours

**DESCRIPTION:** A civil disturbance is an unauthorized assembly on MSFC property which interferes with or threatens to disrupt Center operations.

**ACTIVATION:** Personnel will call 911 when a civil disturbance appears to be a possibility or is in progress. PSCC will then notify NISC and the Manager, PSD.

<b>Responder</b>	<b>Notifications/Activations/Activities</b>	<b>Steps/Actions Taken</b>
<b>NISC</b>	1. Notify Chief Counsel; Director, CaER; Manager, MRD; Industrial Labor Relations Officer; Federal Labor Relations Officer; and EMD.	1. Provide communications support, as required.
<b>Manager, PSD</b>	1. Notify Director, CO and alert other MSFC organizations whose assistance is needed. 2. Report to the scene.	1. During an emergency incident of civil disturbance, the Manager, PSD; or a designated alternate will be notified and become the IC. 2. Coordinate incident response and keep Center Operations/Management informed. 3. Coordinate joint efforts with MSFC Protective Services, Redstone Arsenal Provost Marshal, and any outside law enforcement or other emergency operating agencies that may be required. 4. Provide crowd control as appropriate. 5. Determine MSFC on-scene photographer requirements. 6. Notify NASA Headquarters if appropriate.
<b>Chief Counsel</b>	1. Notify Center Director and others as appropriate.	1. Proceed to the area and ascertain the problem. 2. If appropriate, hold brief discussions with the parties involved, and establish requirements for further discussions with the Center Director. 3. Report results of the meeting to Center Director and other Center officials, as appropriate. 4. Act as legal advisor to the Center Director.
<b>MRD</b>		1. Coordinate news releases with IC.
<b>Industrial Labor Relations Officer</b>	1. Proceed to the disturbance site. 2. Keep Director, CO, advised.	1. After discussions with IC, hold additional discussions as necessary in cases where employee-management problems are involved.
<b>Center Director</b>	1. Meet with Chief Counsel.	1. Approve meetings and the associated times and locations required between the involved parties and Center Director. 2. If no delegates are designated, at his/her discretion, notify the Manager, PSD, to take action to disperse the crowd.
<b>PAT</b>		1. Respond as requested by the EMD and follow Personnel Accountability Team Emergency Response procedures.

**CIVIL DISTURBANCE**  
**NORMAL AND AFTER-DUTY HOURS, COMMUNICATION FLOW**



## Workplace Violence Normal-Duty and After-Duty Hours

**DESCRIPTION:** Workplace violence is conduct within the workplace that would cause or causes individuals to believe themselves threatened by impending bodily injury or death or to believe that property will be damaged or destroyed.

### DEFINITIONS:

**Unlawful Violence:** Any incident of assault, battery, stalking, or the possession or use of a weapon in the workplace.

**Threat of Violence:** A statement or “course of conduct” which would cause, or which actually causes, a person to believe that he/she is under threat of bodily injury or death.

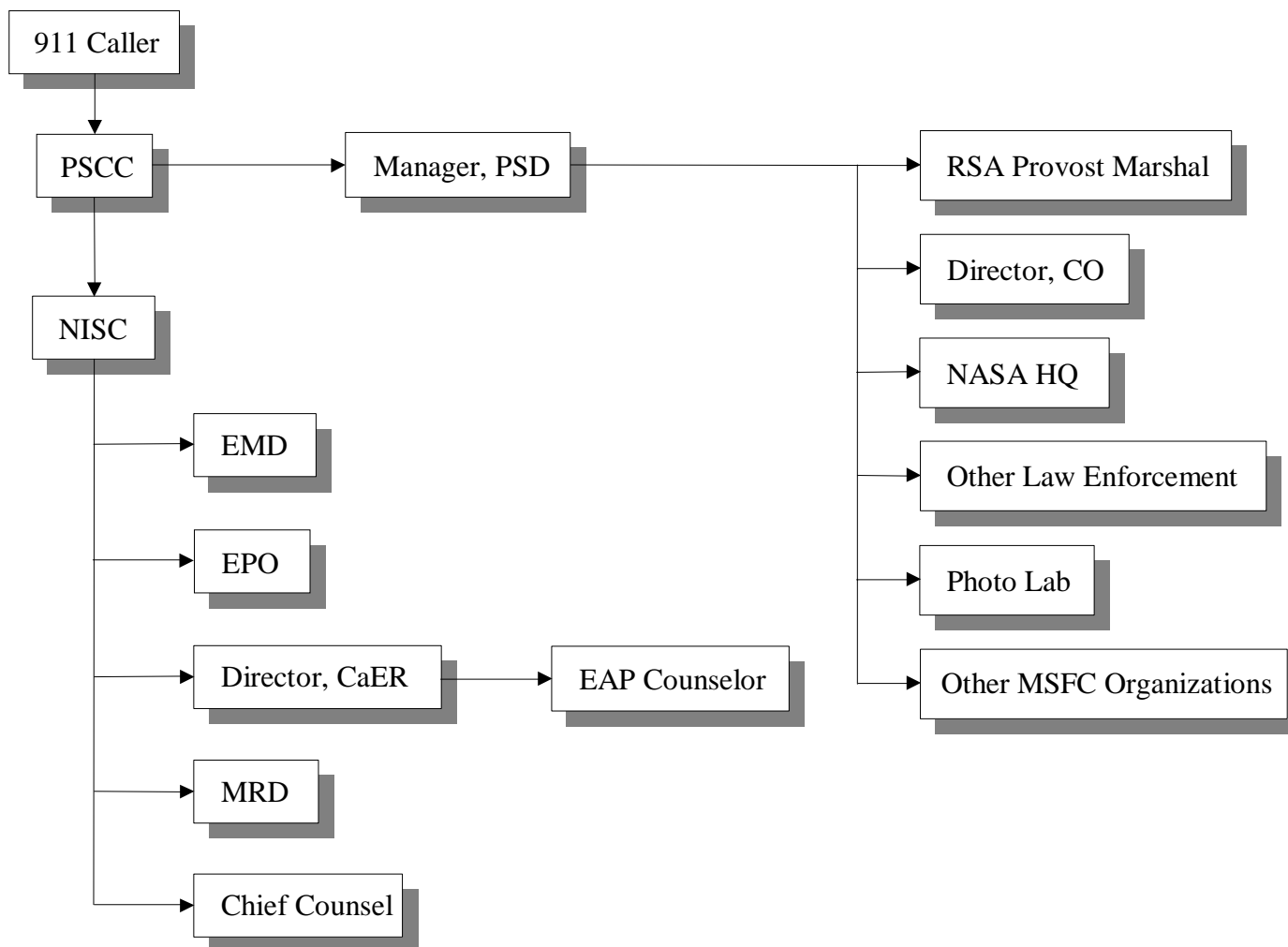
**Course of Conduct:** A pattern of behavior comprised of a series of acts over a period of time, however short, evidencing continuity of purpose. Such course of conduct may include: following or stalking an employee or other person to or from the place of work; unwanted entry into the work area or following another at the place of employment; and unwanted telephone calls or correspondence to another, including but not limited to the use of public or private mails, interoffice mail, fax, or computer e-mail.

**ACTIVATION:** Personnel who witness violent or destructive incidents, observe armed individuals in the workplace, or who believe a direct or immediate threat exists for individuals or property should immediately call 911 to report the situation.

Responder	Notifications/Activations/Activities	Steps/Actions Taken
<b>Managers/ Supervisors</b>	1. Report promptly all threats, whether verbal, physical, or both, to a higher level of authority for evaluation of appropriate course of action. Report may be to the immediate supervisor, higher level management, PSD, CaER, or to 911.	1. Be alert to undesirable or unexplainable changes in behavior. 2. Document all evidence based upon a thorough investigation of all actionable behavior. 3. Instruct employees on reporting threatening incidents.
<b>Employees</b>	1. Promptly report all threats, violent acts, harassment, bizarre behavior, and any other behavior which is out of character for the employee concerned and which causes concern or uneasiness. Report may be to the immediate supervisor, higher-level management, PSD, CaER, or to 911.	
<b>PSCC</b>	1. Notify the Manager, PSD, and NISC.	1. Record the message.
<b>Manager, PSD</b>	1. Notify Director, CO and alert other MSFC organizations whose assistance is needed.	1. During an emergency incident of workplace violence, the Manager, PSD; or a designated alternate will be notified and become the IC. 2. Coordinate response to the incident and keep Center Operations/Management informed. 3. Coordinate joint efforts with MSFC Protective Services, Redstone Arsenal Provost Marshal, and any outside law enforcement or other emergency operating agencies that may be required. 4. Determine MSFC on-scene photographer requirements. 5. Notify NASA Headquarters if appropriate.

<b>Responder</b>	<b>Notifications/Activations/Activities</b>	<b>Steps/Actions Taken</b>
<b>NISC</b>	1. Notify EMD; EPO; Director, CaER; MRD; and Chief Counsel.	
<b>Security Officers</b>	1. When required, respond to the scene with appropriate uniformed personnel and assess and contain the incident. 2. Warn personnel who may be endangered by a developing emergency and conduct evacuation and rescue operations as needed.	1. Secure the scene and provide for vehicle and crowd control. 2. Conduct follow-up investigations, collect statements and other evidence, and assist in the collection, evaluation, and reporting of damage information as directed by IC.
<b>OMEHS</b>	1. Dispatch ambulance crew to incident scene when requested.	1. Provide emergency medical care, as appropriate.
<b>MRD</b>		1. Assume responsibility for collecting, coordinating, and releasing information concerning emergency incidents and serve as intermediary between MSFC and civic news media, in coordination with IC.
<b>Director, CaER/Alternate</b>	1. Report to incident scene when requested by IC. 2. Notify employees who are the target of a specific threat of bodily injury or death. 3. Arrange for the notification of families as necessary.	1. Provide guidance and assistance for personnel issues related to the incident. 2. Provide survivor counseling for insurance and death benefits as necessary. 3. Provide EAP Counselor when requested and EAP services at the scene as necessary, including counseling, critical incident stress debriefings, and referrals to appropriate community resources. 4. In conjunction with PSD personnel, prepare case management file containing statements of witnesses and other evidence needed to support or effect any appropriate or necessary personnel actions.
<b>Chief Counsel</b>		1. Provide legal advice to the IC, upon request.
<b>PAT</b>		1. Respond as requested by the EMD and follow Personnel Accountability Team Emergency Response procedures.

**WORKPLACE VIOLENCE**  
**NORMAL AND AFTER-DUTY HOURS, COMMUNICATION FLOW**





**Bomb Threat/Suspicious Package**  
**Normal-Duty Hours (8:00 A.M. - 4:30 P.M., Monday through Friday, excluding Holidays)**

**DESCRIPTION:** This Plan provides expeditious and systematic courses of action to protect Center personnel and facilities from the threat of bombs or suspicious packages that are discovered on or alleged to have been placed upon MSFC property.

**DEFINITIONS:**

**Bomb Threat:** A communication, either written or oral, received by Center personnel which indicates that a bomb has been placed on MSFC property. The threat may or may not include the specific location and time of detonation. This situation presents a potential danger to life and property.

**Suspicious Package:** Any type of package, box, briefcase, etc., reported by an employee as not belonging to any individual in the area or as being in an unusual or out-of-the-way location, or a package received by an employee, possibly unexpectedly, or from an unknown source such as mail with no return address.

**Response Team:** Membership consists of designated Protective Services Department personnel.

**Bomb Threat Response Conditions:**

**Condition I:** Bomb search is conducted prior to evacuation.

**Condition II:** Evacuate occupants before, concurrent with, or without bomb search.

**ACTIVATION:** Personnel who receive a bomb threat or notice a suspicious package should call 911 immediately. A bomb threat may be received in writing or by telephone. When a threat is received by telephone, the recipient should attempt to obtain as much information as possible, i.e., which building or where the device is located and what time it is set to activate. The message will be written down verbatim, including the time the message was received. If required, personnel will evacuate to designated assembly areas as indicated on Emergency/Evacuation Plans posted within MSFC Facilities or as directed by emergency personnel.

<u>Responder</u>	<u>Call Reception/Notifications/Activations</u>	<u>Evacuations</u>	<u>Searches/Demolition / Reports</u>
MSFC Personnel	1. If you see a package, box, briefcase, etc., which does not belong to any individual in your organization or which is located in an unusual or out-of-the-way location, call 911 and report the information. Do not attempt to move or open the package. 2. Do <b>NOT</b> use radios or cellular phones near the area of the suspect package.	1. If required, evacuate to designated assembly areas.	

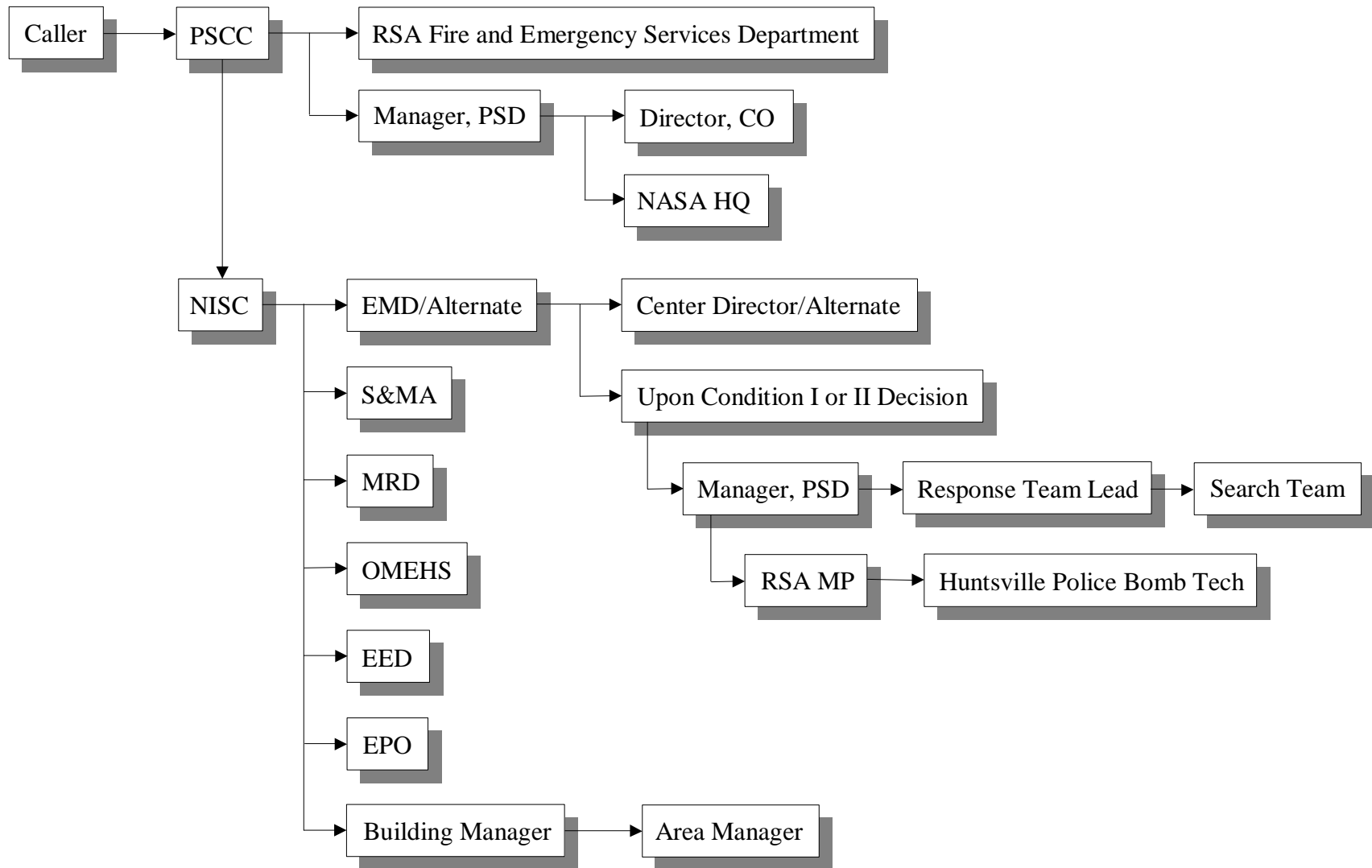
<b>Responder</b>	<b>Call Reception/Notifications/Activations</b>	<b>Evacuations</b>	<b>Searches/Demolition / Reports</b>
<b>PSCC</b>	<ol style="list-style-type: none"> <li>1. Record bomb threat message as reported.</li> <li>2. Notify RSA FESD; Manager, PSD; and NISC.</li> <li>3. Dispatch security officers to the affected building.</li> <li>4. Establish perimeter security and provide assistance to the response team as directed by Response Team Lead.</li> <li>5. Instruct search team to <b>NOT</b> use radios or cellular phones in or near building, and <b>NOT</b> to activate fire alarm system.</li> </ol>		
<b>NISC</b>	<ol style="list-style-type: none"> <li>1. Notify PSCC unless notified by them.</li> <li>2. Relay message to EMD/DEMD and EPO.</li> <li>3. Notify S&amp;MA, MRD, OMEHS, EED, and Building Manager.</li> </ol>		
<b>EMD</b>	<ol style="list-style-type: none"> <li>1. Notify Center Director and determine appropriate response activity, <b>Condition I</b> or <b>Condition II</b>.</li> <li>2. Report to EOC, time permitting, and direct EOC operations.</li> <li>3. Implement <b>Condition</b> alert.</li> <li>4. Inform Manager, PSD, of the <b>Condition</b> response activity to implement.</li> </ol>	<ol style="list-style-type: none"> <li>1. Make building EWS announcement to evacuate or have response team conduct preliminary search depending on <b>Condition I or II</b>, or as necessary.</li> <li>2. The Center Director/Deputy; Associate Director; Director, Engineering; Director/Deputy, CO; have authority to order evacuation when necessary. When they are not available, or time is critical, the EMD; EPO; or Manager, PSD can order evacuation.</li> </ol>	<ol style="list-style-type: none"> <li>1. Inform Center management of search results.</li> <li>2. Notify employees to return to work if building is found to be safe by S&amp;MA.</li> </ol>
<b>EPO</b>	<ol style="list-style-type: none"> <li>1. Assist EMD, as required.</li> </ol>	<ol style="list-style-type: none"> <li>1. Make EWS-zone announcement to evacuate building if requested.</li> </ol>	
<b>Manager, PSD</b>	<ol style="list-style-type: none"> <li>1. Assume on scene Incident Commander duties and direct Response Team.</li> <li>2. Notify Response Team Lead to report to affected building and of response <b>Condition</b> and type of evacuation that is to be implemented if necessary.</li> <li>3. Alert RSA Military Police of threat and situation.</li> <li>4. Notify Director, CO.</li> <li>5. Notify NASA Headquarters if appropriate.</li> </ol>		<ol style="list-style-type: none"> <li>1. Interview bomb threat call recipient and complete the "Bomb Threat Instructions".</li> <li>2. Fill out "Bomb Threat Evaluation Checklist."</li> <li>3. Update EMD with interview and checklist results.</li> <li>4. Notify EMD immediately if explosive or suspicious device is found.</li> <li>5. If suspicious object is found, request RSA MP seek assistance from Huntsville Police Bomb Tech as appropriate.</li> <li>6. Determine MSFC on-scene photographer requirements.</li> </ol>

<b>Responder</b>	<b>Call Reception/Notifications/Activations</b>	<b>Evacuations</b>	<b>Searches/Demolition/Reports</b>
<b>Response Team Lead</b>	<ol style="list-style-type: none"> <li>1. Notify response team members to assemble.</li> <li>2. Report to affected building.</li> <li>3. Do <b>NOT</b> use radios or cellular phones in or near affected building.</li> </ol>	<ol style="list-style-type: none"> <li>1. As directed or required, call EOC and request an EWS-zone announcement be made to evacuate affected building.</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide instructions to team and instruct team <b>NOT</b> to use radios or cellular phones in or near affected building.</li> <li>2. Direct preliminary search of interior areas readily accessible to the public such as hallways, utility closets, lobbies, etc. Report findings to Manager, PSD.</li> <li>3. Request assistance from Civil Servant familiar with area if required.</li> </ol>
<b>Response Team Members</b>	<ol style="list-style-type: none"> <li>1. Report to Response Team Lead at affected building.</li> <li>2. Do <b>NOT</b> use radios or cellular phones in or near affected building.</li> </ol>		<ol style="list-style-type: none"> <li>1. Receive team leader instructions and prevent unauthorized personnel from entering building.</li> <li>2. Conduct preliminary search of interior areas readily accessible to the public such as hallways, utility closets, lobbies, etc.</li> <li>3. Provide other support, as required, and report findings to the team leader.</li> </ol>
<b>Security Officers</b>	<ol style="list-style-type: none"> <li>1. Report to IC at affected building.</li> <li>2. Do <b>NOT</b> use radios or cellular phones in or near affected building.</li> </ol>		<ol style="list-style-type: none"> <li>1. Receive IC instructions and prevent unauthorized personnel from entering building.</li> <li>2. Conduct preliminary search outside perimeter for suspicious objects.</li> <li>3. Provide other support, as required, and report findings to IC.</li> </ol>
<b>S&amp;MA</b>	<ol style="list-style-type: none"> <li>1. Do <b>NOT</b> use radios or cellular phones in or near affected building.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assist in building/area evacuation.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assist in safety-related matters.</li> <li>2. Evaluate affected facility with IC for safe occupancy and notify EMD/DEMD.</li> </ol>
<b>MRD</b>	<ol style="list-style-type: none"> <li>1. Collect and coordinate release of information to public media.</li> </ol>		
<b>Building Managers/ Assistants</b>	<ol style="list-style-type: none"> <li>1. Do <b>NOT</b> use radios or cellular phones in or near affected building.</li> <li>2. Contact Area Manager as requested or appropriate.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assist in building/area evacuation.</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide specific building or area information to IC and assist in preliminary search when practical.</li> </ol>

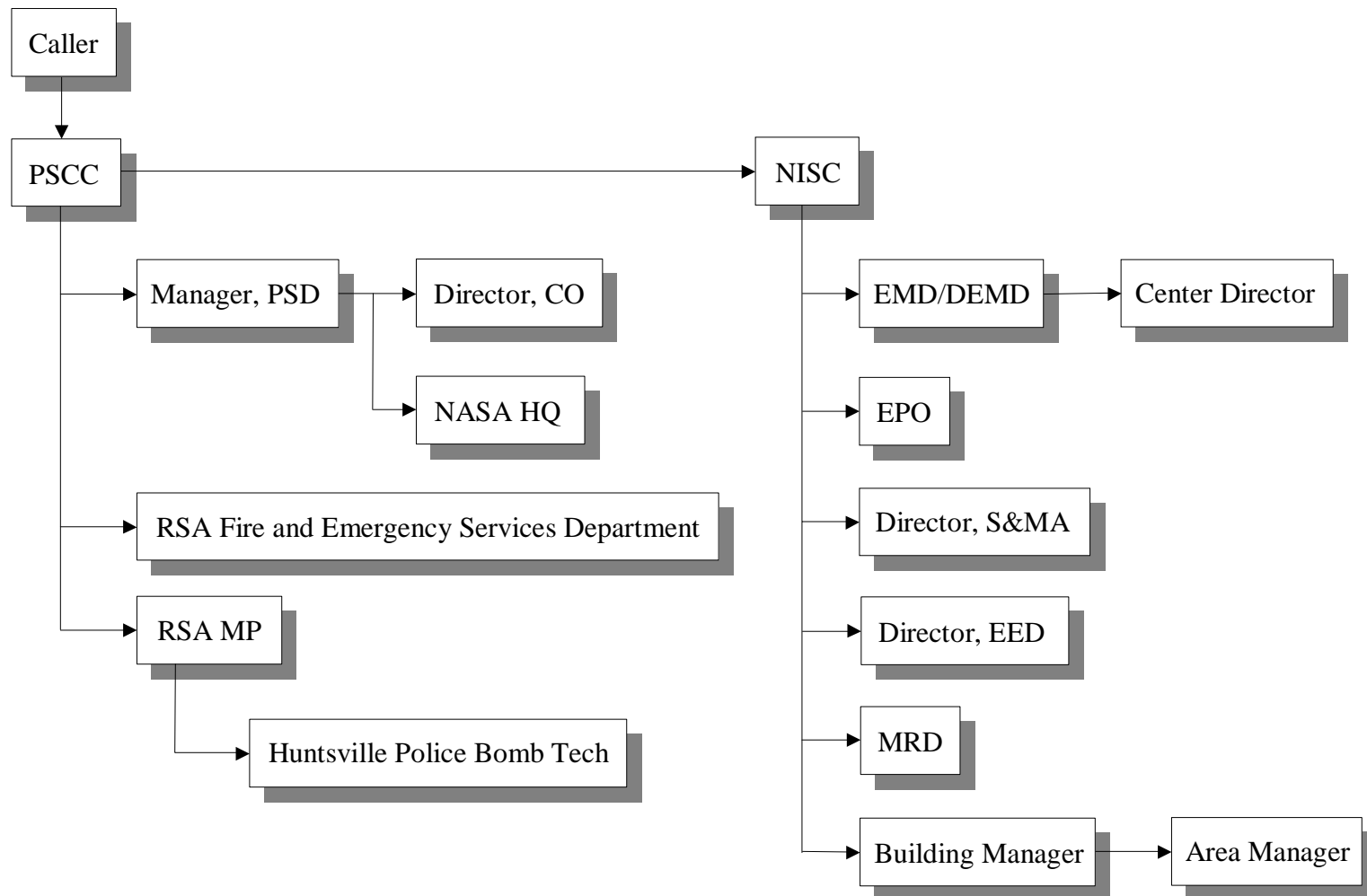
**Bomb Threat/Suspicious Package**  
**After-Duty Hours (4:30 p.m. - 8:00 a.m., Monday through Friday, and on Weekends and Holidays)**

<b>Responder</b>	<b>Call Reception/Notifications/Activations</b>	<b>Evacuations</b>	<b>Searches/Demolition / Reports</b>
<b>PSCC</b>	1. Record bomb threat message as reported. 2. Relay message to NISC & Manager, PSD. 3. Notify RSA FESD and other personnel per internal operating procedures.		1. Dispatch security officers to bomb threat location. 2. Instruct Team to <b>NOT</b> use radios or cellular phones in or near affected building. 3. Notify EMD immediately if explosive or suspicious device is found. 4. If suspicious object is found, request RSA MP seek assistance from Huntsville Police Bomb Tech as appropriate.
<b>NISC</b>	1. Notify PSSC unless notified by them. 2. Notify EMD/DEMD; EPO; Director, S&MA; MRD; Director, EED; and Building Manager.		
<b>EMD</b>	1. Notify Center Director.		
<b>Security Officers</b>		1. Request NISC make EWS announcement to evacuate building or area. 2. Barricade and prohibit personnel from entry until search is complete.	1. Report to affected building. 2. Do <b>NOT</b> use radios or cellular phones in or near affected building. 3. Conduct preliminary search of affected building exterior/interior
<b>Manager, PSD</b>	1. Notify Director, CO. 2. Notify NASA Headquarters if appropriate.		
<b>MRD</b>	1. Collect and coordinate release of information to public media.		
<b>Building Managers/ Assistants</b>	1. Do <b>NOT</b> use radios or cellular phones in or near affected building. 2. Contact Area Manager as requested or appropriate.	1. Assist in building/area evacuation.	

**BOMB THREAT/SUSPICIOUS PACKAGE**  
**NORMAL-DUTY HOURS, COMMUNICATION FLOW**



**BOMB THREAT/SUSPICIOUS PACKAGE**  
**AFTER-DUTY HOURS, COMMUNICATION FLOW**



**Emergencies/Conditions Affecting MSFC Operating Hours**  
**Normal-Duty Hours (8 A.M. - 4:30 P.M., Monday through Friday, excluding Holidays)**

**DESCRIPTION:** When conditions occur that may affect the normal operating hours of MSFC, action will be taken to prevent personal injury and protect Government property.

**ACTIVATION:** NISC or Protective Services receive initial report of conditions which may affect MSFC operating hours.

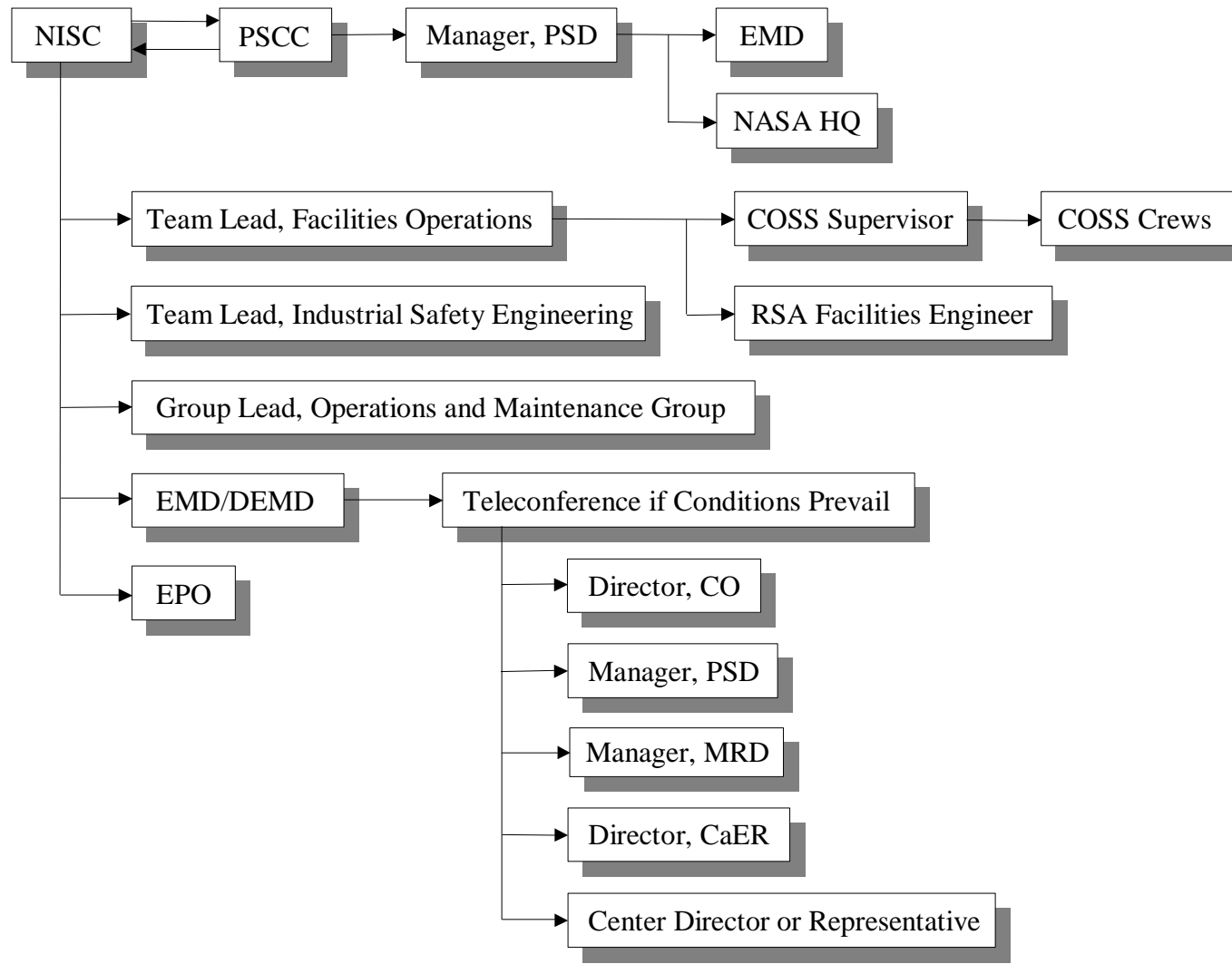
<b>Responder</b>	<b>Notifications/Activations/Activities</b>
<b>NISC</b>	<ol style="list-style-type: none"> <li>1. Unless notification received from them, notify PSCC and prepare to receive reports.</li> <li>2. Notify Team Lead, Facilities Operations; Group Lead, Operations and Maintenance Group; Team Lead, Industrial Safety Engineering; EMD/DEMD; and EPO.</li> <li>3. Keep EMD informed of conditions and initiate teleconference if requested by EMD.</li> <li>4. Advise other Center officials as directed by the EMD.</li> <li>5. Update 4-HELP, Marshall Announcements, as directed by EMD/DEMD.</li> </ol>
<b>PSCC</b>	<ol style="list-style-type: none"> <li>1. Unless notification received from them, report conditions to NISC and provide updates as available.</li> <li>2. Update Manager, PSD, as appropriate.</li> </ol>
<b>Manager, PSD</b>	<ol style="list-style-type: none"> <li>1. Survey conditions on MSFC and Redstone Arsenal and include city and county if involved, to obtain latest situation data. Provide information to the EMD.</li> <li>2. Notify NASA Headquarters if appropriate.</li> </ol>
<b>Team Lead, Facilities Operations</b>	<ol style="list-style-type: none"> <li>1. Keep EMD informed of operability of all Center buildings and utility systems.</li> <li>2. Notify supervisor, COSS, to assemble appropriate crews.</li> <li>3. Keep EMD informed of progress and coordinate assistance requirements with RSA Facilities Engineer.</li> <li>4. Keep Group Lead, Operations and Maintenance Group, informed of all developments.</li> </ol>
<b>Group Lead, Operations &amp; Maintenance Group</b>	<ol style="list-style-type: none"> <li>1. Be informed of situation and perform Facilities Operations Team Lead duties if required.</li> </ol>
<b>EPO</b>	<ol style="list-style-type: none"> <li>1. Activate the EOC as appropriate and applicable, or as directed by the EMD.</li> <li>2. Verify NISC and EMD notification.</li> <li>3. Make EWS announcements as appropriate or directed by the EMD.</li> </ol>
<b>EMD</b>	<ol style="list-style-type: none"> <li>1. Notify Team Lead, Facilities Operations, to initiate remedial actions if conditions warrant.</li> <li>2. Direct Team Lead, Facilities Operations, to respond to critical activity areas and report work progress to Director, CO. Initiate teleconference with Director, CO; Manager, PSD; Director, CaER; Manager, MRD; and Center Director or Representative, if conditions prevail.</li> <li>3. Announce altered Center operating hours over the EWS, as directed by the Associate Director.</li> <li>4. Report to the EOC and assemble EOC Staff as required.</li> </ol>
<b>Center Director or Representative</b>	<ol style="list-style-type: none"> <li>1. Make decision on altering or maintaining MSFC hours of operation.</li> <li>2. Direct EWS announcement be made by EMD and administrative announcement be made by Director, CaER, if operating hours are altered.</li> </ol>
<b>MRD</b>	<ol style="list-style-type: none"> <li>1. Notify area radio and TV stations if decision is made by Associate Director to alter Center hours of operation.</li> </ol>

**Emergencies/Conditions Affecting MSFC Operating Hours**  
**After-Duty Hours (4:30 p.m. - 8:00 a.m., Monday through Friday, and on Weekends and Holidays)**

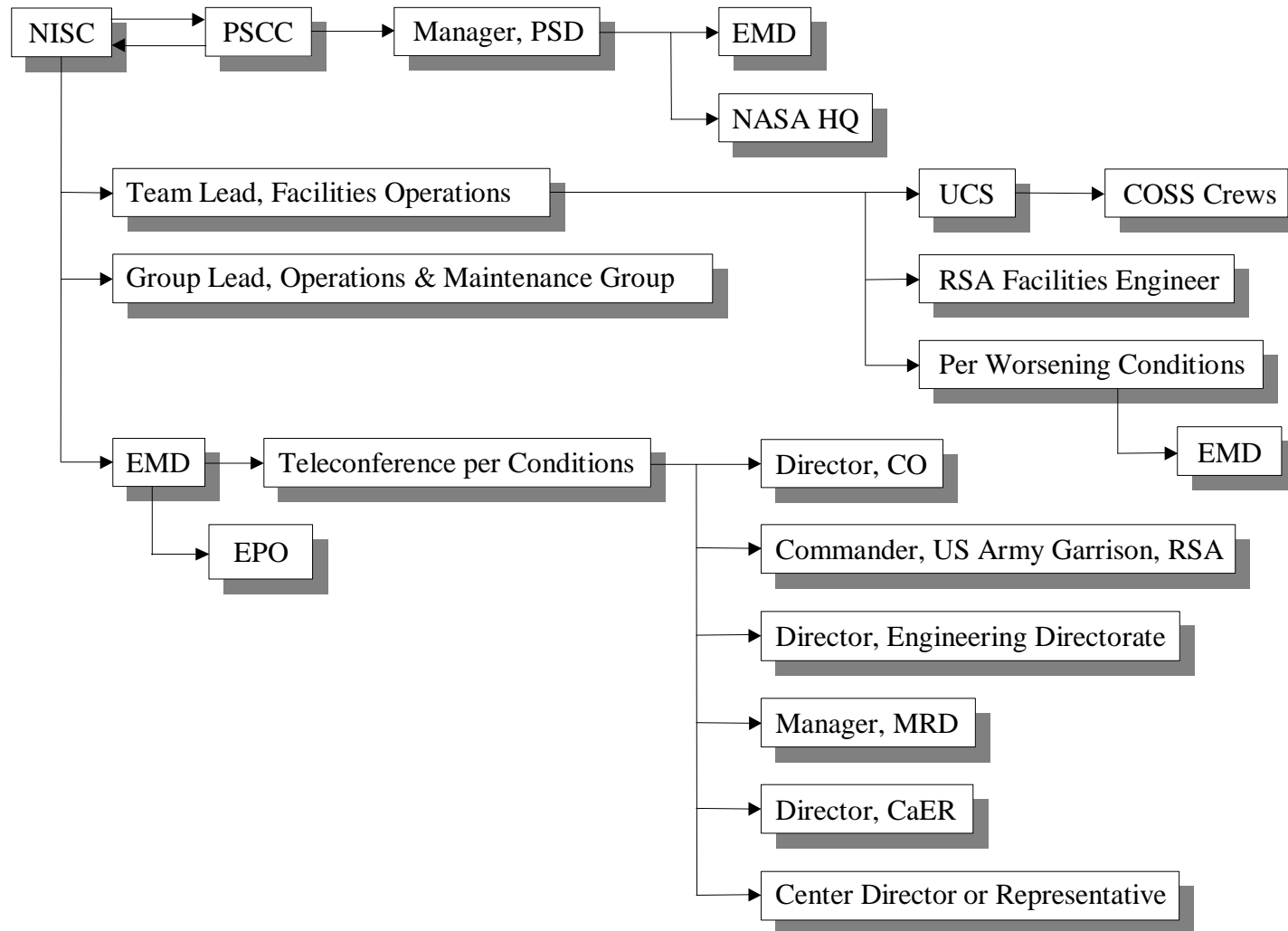
<b>Responder</b>	<b>Notifications/Activations/Activities</b>
<b>NISC</b>	<ol style="list-style-type: none"> <li>1. Unless notification received from them, notify PSCC.</li> <li>2. Notify Team Lead, Facilities Operations; Group Lead, Operations &amp; Maintenance Group; and EMD of conditions.</li> <li>3. Advise or initiate teleconference with Center management officials, as directed by the EMD.</li> <li>4. Update 4-HELP, Marshall Announcements, as directed by the EMD/DEMD.</li> </ol>
<b>PSCC</b>	<ol style="list-style-type: none"> <li>1. Unless notification received from them, report conditions to NISC and provide updates as available.</li> <li>2. Update Manager, PSD, as appropriate.</li> </ol>
<b>Team Lead, Facilities Operations</b>	<ol style="list-style-type: none"> <li>1. If conditions warrant, request Utility Control System operator notify appropriate crews to report to work.</li> <li>2. Coordinate assistance with RSA Facilities Engineer.</li> <li>3. Obtain latest situation report from IC or applicable Emergency Management Agency. If conditions are hazardous or expected to worsen, or are affecting all or a large part of MSFC/RSA, notify the EMD.</li> </ol>
<b>Group Lead, Operations and Maintenance Group</b>	<ol style="list-style-type: none"> <li>1. Be informed of situation and perform Facilities Operations Team Lead duties if required.</li> </ol>
<b>EMD</b>	<ol style="list-style-type: none"> <li>1. If conditions are hazardous or expected to worsen, or are affecting all or a large part of MSFC/RSA, initiate teleconference with Director, CO; Commander, US Army Garrison, RSA; Director, Engineering; Manager, MRD; Director, CaER; Center Director or Representative; and other Center officials, as appropriate. During the teleconference, advise the Center Director of conditions and work progress.</li> <li>2. Advise other Center officials through NISC, as required.</li> <li>3. Activate the EOC and assemble EOC Staff as required.</li> </ol>
<b>Manager, PSD</b>	<ol style="list-style-type: none"> <li>1. Survey conditions on MSFC and Redstone Arsenal, and include city and county if involved, to obtain latest situation data. Provide information to EMD.</li> <li>2. Notify NASA Headquarters if appropriate.</li> </ol>
<b>EPO</b>	<ol style="list-style-type: none"> <li>1. Activate the EOC as appropriate and applicable, or as directed by the EMD.</li> <li>2. Verify NISC and EMD notification.</li> <li>3. Make EWS announcements as appropriate or directed by the EMD.</li> </ol>
<b>Center Director or Representative</b>	<ol style="list-style-type: none"> <li>1. Determine when the Center will open.</li> </ol>
<b>MRD</b>	<ol style="list-style-type: none"> <li>1. Notify area radio and TV stations if decision is made by Center Director or Representative to alter Center hours of operation.</li> </ol>



**EMERGENCIES/CONDITIONS AFFECTING MSFC OPERATING HOURS**  
**NORMAL-DUTY HOURS, COMMUNICATION FLOW**



**EMERGENCIES/CONDITIONS AFFECTING MSFC OPERATING HOURS**  
**AFTER-DUTY HOURS, COMMUNICATION FLOW**



**City Or Surrounding Area Emergency**  
**Normal-Duty Hours (8:00 a.m. - 4:30 p.m., Monday through Friday, excluding Holidays)**

**DESCRIPTION:** Should the City of Huntsville or other surrounding area community have an emergency situation (such as tornado damage, fire, flood, etc.) which may require seeking assistance from MSFC, in concurrence with Memorandum Of Understanding to mutually provide emergency support in the form of construction equipment, portable generators, etc., this procedure will be followed and authorization for release of equipment will be obtained from individual of authority (see list below).

**ACTIVATION:** Any number of individuals may receive a request for assistance, i.e., Center Director; EMD; PSD; PSCC; NISC; etc. During duty hours, the request should be routed to the EMD.

<b>Responder</b>	<b>Notifications/Activations/Activities</b>	<b>Steps/Actions Taken</b>
<b>NISC or PSCC</b>	1. Notify the EMD/DEMD. If EMD or DEMD is not available, use list of individuals in "Authority" until a NASA person with authority to release the equipment is reached.	1. Record name of requesting individual and any other pertinent data; notify EMD.
<b>EMD</b>	1. Notify Group Lead, Operations & Maintenance Group; EPO; Center Director/Alternate.	1. Ascertain equipment needed and where it is to be delivered. 2. Ascertain name of requesting individual, name of individual to accept receipt of equipment, and any other pertinent data.
<b>Group Lead, Operations &amp; Maintenance Group</b>		1. Provide appropriate MSFC support contractor with list of equipment needed. 2. Within 5 working days, submit a list on all equipment provided, the circumstances, and the expected duration of use, to the EMD.
<b>MSFC Support Contractor</b>		1. Make arrangements to have equipment assembled and transported to location specified.

**Authority:**

Individuals having authority to release MSFC equipment to off-Center communities for emergency situations are:

1. Center Director
2. Deputy Center Director
3. Associate Director
4. Chief Financial Officer
5. Emergency Management Director
6. Deputy Emergency Management Director
7. Director, Center Operations
8. Director, Engineering Directorate
9. Director, Customer and Employee Relations Directorate

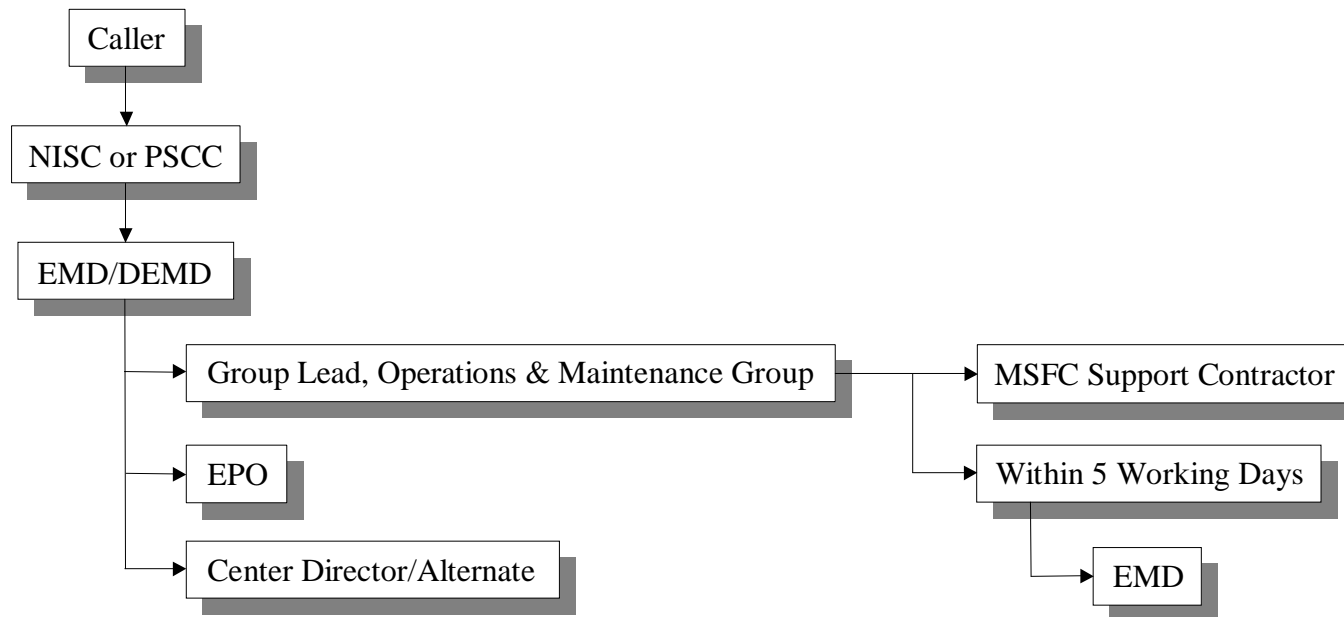
**City Or Surrounding Area Emergency**  
**After-Duty Hours (4:30 p.m. - 8:00 a.m., Monday through Friday, and on Weekends and Holidays)**

<b>Responder</b>	<b>Notifications/Activations/Activities</b>	<b>Steps/Actions Taken</b>
<b>NISC or PSCC</b>	1. Notify the EMD/DEMD; Group Lead, Operations & Maintenance Group; Director, CO; Director, Engineering; and Director, CaER. If EMD or DEMD is not available, use list of individuals in "Authority" until a NASA person with authority to release the equipment is reached.	1. Record what equipment is requested, where it is to be delivered, name of requesting individual, name of individual who will take receipt of equipment, and any other pertinent data, and notify EMD.
<b>EMD</b>	1. Notify the COSS Program Manager/Designee, or other appropriate MSFC Support Contractor of requested equipment.	1. Ascertain what equipment is needed, where it is to be delivered, name of requesting individual, name of individual who will take receipt of equipment, and any other pertinent data. 2. Notify Center management as appropriate.
<b>COSS Program Manager</b>		1. Make arrangements to have equipment assembled and transported to the specified location as requested.
<b>Group Lead, Operations &amp; Maintenance Group</b>		1. Provide applicable MSFC support contractor with list of equipment needed. 2. Within 5 working days, submit a list on all equipment provided, the circumstances, and the expected duration of use, to the EMD.

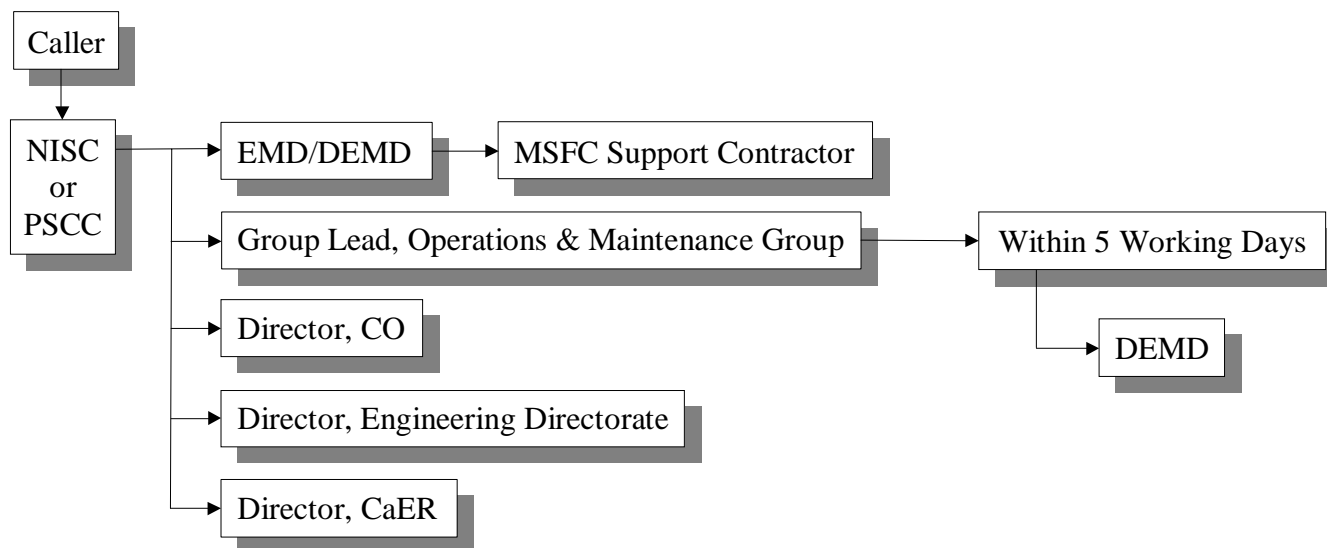
**Authority:** Individuals having authority to release MSFC equipment to off-Center communities for emergency situations are:

1. Center Director
2. Deputy Center Director
3. Associate Director
4. Chief Financial Officer
5. Emergency Management Director
6. Deputy Emergency Management Director
7. Director, Center Operations
8. Director, Engineering Directorate
9. Director, Customer and Employee Relations Directorate

**CITY OR SURROUNDING AREA EMERGENCY**  
**NORMAL-DUTY HOURS, COMMUNICATION FLOW**



**CITY OR SURROUNDING AREA EMERGENCY**  
**AFTER-DUTY HOURS, COMMUNICATION FLOW**



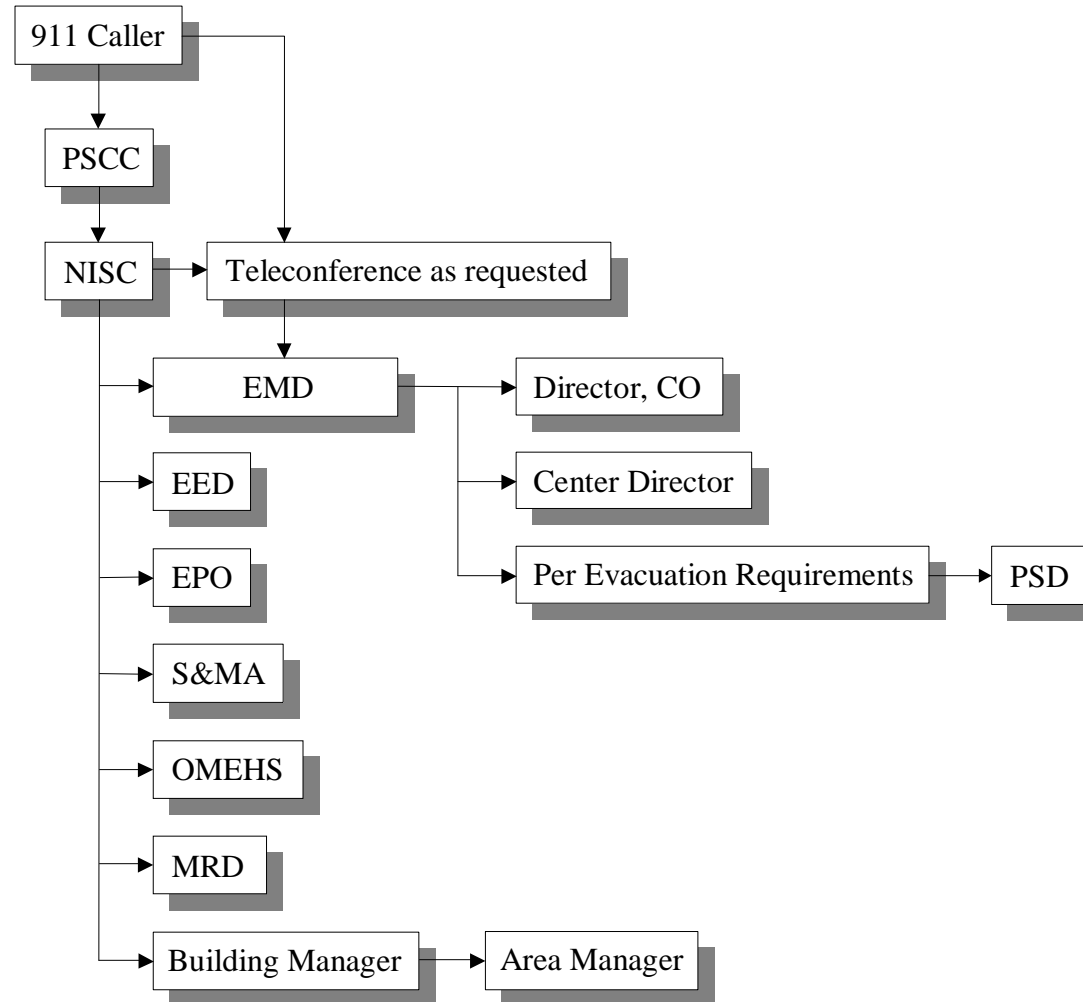
## Evacuation Normal-Duty and After-Duty Hours

**DESCRIPTION:** There are several emergencies which might require an evacuation of part or all of MSFC. Small-scale, localized evacuations might be needed as a result of a hazardous materials accident, major fire, or transportation accident. Mass evacuation from MSFC could be required in the event of an enemy attack.

**ACTIVATION:** Anyone detecting a situation that could endanger Center personnel will immediately call and report it to 911. If required, personnel will activate building fire alarm and evacuate to designated assembly areas as indicated on Emergency/Evacuation Plans posted within MSFC Facilities, or as directed by emergency personnel.

<b>Responder</b>	<b>Notifications/Activations/Activities</b>	<b>Steps/Actions Taken</b>
<b>PSCC</b>	1. Notify NISC; and Manager, PSD.	1. Report the name and telephone number of the person reporting the condition to NISC.
<b>NISC</b>	1. Establish teleconference with the caller reporting the condition and the EMD as requested. 2. Notify EED, EPO, S&MA, OMEHS, MRD, and Building Manager.	1. Receive name and phone number of person reporting the condition from PSCC. 2. Update 4-HELP, Marshall Announcements, as directed by EMD.
<b>EMD</b>	1. Report to EOC, if appropriate. 2. Notify Director, CO; and Center Director; and keep them informed of situation. 3. Notify PSD if evacuation is necessary.	1. Direct overall operations to include: movement control, health/medical requirements, transportation needs, and shelter/reception areas. 2. Define Center personnel affected and obtain evacuation routes from PSD. 3. Inform MSFC personnel of evacuation via EWS, as directed by the Center Director.
<b>Center Director</b>	1. Notify EMD of actions to take.	1. Determine course of actions to take.
<b>EED</b>	1. If environmentally related, contact IC and obtain directions for safe approach and report to the site.	1. Ascertain pertinent information relative to materials involved and magnitude of situation. 2. Advise/support EMD to minimize the effects of the situation.
<b>EPO</b>		1. Act as liaison between the Center and other Federal, State, and Local agencies.
<b>Building Managers/ Assistants</b>	1. Contact Area Manager as requested or appropriate.	1. Assist building/area evacuation.
<b>Manager, PSD</b>		1. Designate evacuation route. 2. Coordinate evacuation by providing perimeter and/or traffic control and road blocks, as needed, on MSFC property.
<b>S&amp;MA</b>	1. Notify Building Managers/Assistants as appropriate.	1. Support Center emergency activities as required. 2. Determine MSFC on-scene photographer requirements and advise IC.
<b>OMEHS</b>		1. Provide medical assistance to include coordinating, monitoring, and evacuation of injured.
<b>PAT</b>		1. Respond as requested by the EMD and follow Personnel Accountability Team Emergency Response procedures.
<b>MRD</b>		1. Set up briefing area & notify media of its location and PSD perimeter compliance requirements. 2. Collect and coordinate release of information to public media.

**EVACUATION**  
**NORMAL AND AFTER-DUTY HOURS, COMMUNICATION FLOW**





## Damage Assessment Team Normal-Duty and After-Duty Hours

**DESCRIPTION:** After an emergency has occurred, appropriate actions must be taken to provide quick assessment of damage to MSFC infrastructure (including facilities) resulting from natural or other emergencies or disasters.

**ACTIVATION:** The DAT Lead will be notified to activate the Damage Assessment Team at the discretion of the EMD.

Responder	Notifications/Activations/Activities	Steps/Actions Taken
NISC	1. Notify EMD of any MSFC damage from storm, fire, explosion, environmental, or other incident.	
EMD	1. Notify DAT Lead.	1. Assign Group Lead, Facilities Design Group, as DAT Lead.
DAT Lead	1. Notify team members listed below, as required. Brief members on situation and instruct members to <b>STANDBY</b> until safe conditions have been established at incident scene, per IC and/or S&MA, that will allow team activation.	1. Upon safe conditions at scene, conduct quick-look assessment, coordinating with S&MA and/or EED as appropriate, and verbally report findings to EMD within 30 minutes. 2. Complete a comprehensive damage assessment within 48 hours, include cost and time to repair or replace. 3. Submit reports through EMD to Center Director, describing extent of damage, costs, repair or replacement costs and timeframe. 4. Upon conference with S&MA, recommend closure of unsafe structures. 5. Determine and request additional support required.
DAT Members		1. Standby or conduct damage assessment as required by DAT Lead. 2. Contact appropriate Building Managers/Assistants for specific site related operations or mission support information, and inform DAT Lead as required. 3. Direct Building Managers/Assistants to contact area supervisory personnel as necessary for specific site related materials and equipment information, and inform DAT Lead as required.
S&MA Team Member		1. Advise DAT Lead of any safety related aspects of assessment activities. 2. Determine MSFC on-scene photographer requirements and advise IC.
Building Managers/ Assistants	1. Contact area supervisor and Area Manager as requested or appropriate.	
Office of Chief Financial Officer		1. Provide support in identifying funding sources, as required.

**Damage Assessment Team Principal Members:**

DAT Lead: Group Lead, Facilities Design Group, Facilities Engineering Department

Members:

Facilities Engineering Department, including:

Civil Engineer

Mechanical Engineer

Electrical Engineer

Structural Engineer

Architect

Cost Engineer

Pressurants and Propellants

Maintenance Representative

Engineering Directorate

Integrated Customer Support Department, Space Utilization Office

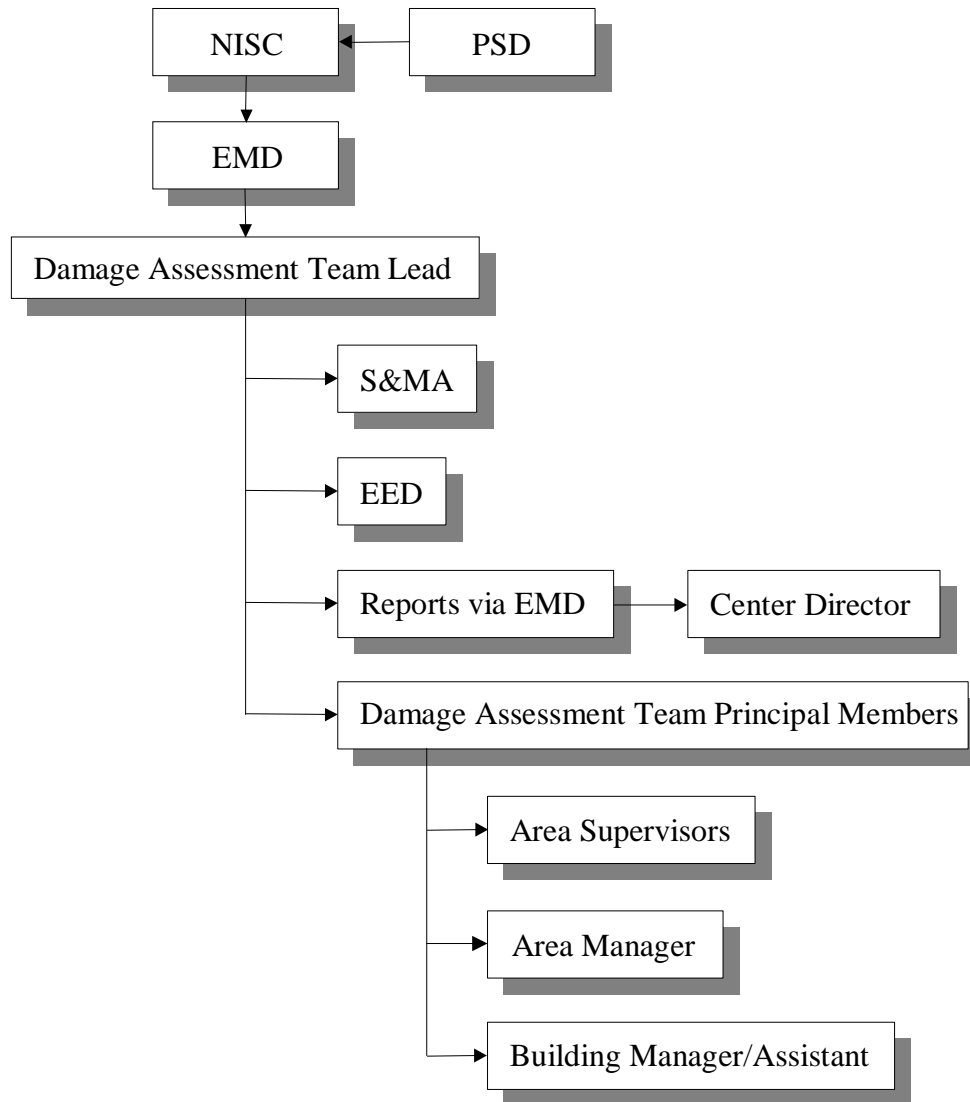
Office of Chief Financial Officer

Safety & Mission Assurance

Occupational Medicine and Environmental Health Services

Environmental Engineering Department

**DAMAGE ASSESSMENT TEAM**  
**NORMAL AND AFTER-DUTY HOURS, COMMUNICATION FLOW**



## Personnel Accountability Team Normal-Duty and After-Duty Hours

**DESCRIPTION:** After an emergency has occurred, appropriate actions shall be taken to provide quick accountability of MSFC personnel and visiting guests. Accountability as appropriate will include personnel that are traveling outside of the MSFC.

**ACTIVATION:** The PAT Lead will be notified to activate the Personnel Accountability Team at the discretion of the EMD.

<b>Responder</b>	<b>Notifications/Activations/Activities</b>	<b>Steps/Actions Taken</b>
<b>NISC</b>	1. Notify EMD of any emergency affecting MSFC from storm, fire, explosion, environmental, or other incident.	
<b>EMD</b>	1. Notify PAT Lead.	1. Assign Manager, Human Resources Department, as PAT Lead.
<b>PAT Lead</b>	1. Notify team members listed below, as required. Brief members on situation.	1. Verbally report findings to EMD within 30 minutes. 2. Complete a comprehensive accountability within 24 hours. 3. Submit reports through EMD to Center Director. 4. Determine and request additional support if required.
<b>PAT Members</b>		1. Conduct accountability as required by PAT Lead. 2. Contact appropriate Building Managers/Assistants for specific locations of personnel and inform PAT Lead as required. 3. Direct Building Managers/Assistants to contact area supervisory personnel as necessary for specific personnel information, and inform PAT Lead as required.
<b>S&amp;MA Team Member</b>		1. Advise PAT Lead of any safety related aspects of on-scene accountability activities.
<b>Building Managers/ Assistants</b>	1. Contact area supervisor as requested or appropriate.	1. Assist PAT as requested or appropriate.
<b>Office of Chief Financial Officer</b>		1. Provide support in identifying funding sources, as required.

### Personnel Accountability Team Members:

PAT Lead: Manager, Human Resources Department, Customer and Employee Relations Directorate.  
Members consist of designated Human Resources Department personnel.

**PERSONNEL ACCOUNTABILITY TEAM**  
**NORMAL AND AFTER-DUTY HOURS, COMMUNICATION FLOW**

